
TWENTY-EIGHTH ANNUAL REPORT

OF THE

CIVIL SERVICE COMMISSION

OF

MASSACHUSETTS.

FROM OCT. 1, 1910, TO SEPT. 30, 1911, INCLUSIVE.



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CIVIL SERVICE COMMISSION.

THOMAS F. BOYLE,¹ *Chairman*, BOSTON.
FRANK FOXCROFT, CAMBRIDGE.
ELMER L. CURTISS, HINGHAM.

Examiners.

HENRY SHERWIN,² *Chief Examiner*,
JAMAICA PLAIN.
JOSEPH J. REILLY,³ *Chief Examiner*,
CAMBRIDGE.
FRANZ KARBAUM, *Deputy Examiner*,
MELROSE.

Secretary.

WARREN P. DUDLEY, BELMONT.
*Office of Civil Service Commission, Rooms 151-153, State House,
Boston.*

Physical Inspector,

ANDREW F. DOWNING, M.D., CAMBRIDGE.

Registrar of Labor, — Labor Office, State House, Boston.

JOHN C. GILBERT.

Registration Clerk, — Labor Office, City Hall, Cambridge.

HARRY L. LINCOLN.

Registration Clerk, — Labor Office, 52 Pleasant St., New Bedford.⁴

GEORGE P. BROCK.

Registration Clerk, — Labor Office, City Hall, Newton.

CHENEY L. HATCH.

Registration Clerk, — Labor Office, City Hall, Everett.

ELMER E. SPEAR.

Registration Clerk, — Labor Office, City Hall, Worcester.

WILLIAM B. CONNOR.

¹ Appointed July 26, 1911.

² Appointed July 1, 1912.

³ Retired June 30, 1912.

⁴ Laborers classified in New Bedford April 1, 1912.

EXAMINERS.

For the Commonwealth and Boston Services.

FREDERICK L. AUSTIN.
 ALEXANDER BURR.
 FREDERICK L. COBURN.
 DAVID CRAIG.
 CHARLES E. DAVIS, Jr.
 CHARLES G. DAVIS.
 ARTHUR W. DEAN.
 JOHN F. DEVER.
 WILLIAM H. DEVINE.
 GUY C. EMERSON.
 JOSEPH D. FALLON.
 PARKER B. FIELD.
 JOEL E. GOLDTHWAITE.
 GEORGE H. GRUEBY.
 WILLIAM D. HAWLEY.
 JAMES O. JORDAN.
 FRED H. KIMBALL.

JOSEPH LEE.
 HENRY MANLEY.
 EDWARD F. MILLER.
 JOSEPH A. MOORE.
 CHARLES H. MORSE.
 HENRY M. NOURSE.
 WILLIAM H. PEAR.
 AUSTIN PETERS.
 WILLIAM L. PUFFER.
 JOHN R. RABLIN.
 CHARLES W. ROSS.
 GEORGE E. RUSSELL.
 ANDREW J. SAVAGE.
 THOMAS B. SHEA.
 CHARLES W. SHERMAN.
 S. EVERETT TINKHAM.
 ELIOT B. WARE.

For the City of Beverly.

WILLIAM A. LEE, *Secretary*.
 DUDLEY N. GRIFFIN.
 CHARLES F. LEE.

For the City of Chicopee.

CARRIE M. STEBBINS, *Secretary*.
 FREDERICK L. HINKLEY.
 ALFRED L. POMEROY.

For the City of Brockton.

DEWITT C. PACKARD, *Secretary*.

For the City of Everett.

CHARLES H. NEWCOMB, *Sec'y*.
 THOMAS F. GARVEY.

For the Town of Brookline.

WILLIAM H. WHITE.
 BENJAMIN S. BLANCHARD.

For the City of Fall River.

EDWARD F. MURPHY, *Secretary*.
 WILLIAM B. LOVELL.

For the City of Cambridge.

WILLIAM TAGGARD PIPER.
 EDWARD A. COUNIHAN, Jr.

For the City of Fitchburg.

WALTER A. DAVIS, *Secretary*.
 FREDERICK FOSDICK.
 ERNEST W. GILSON.

For the City of Chelsea.

R. PERRY BUSH, *Secretary*.
 DENNIS A. O'BRIEN.

For the City of Gloucester.

CHARLES H. MORROW, *Secretary*.
 CHARLES P. HENNESSEY.

EXAMINERS — *Continued.**For the City of Haverhill.*

EDWARD B. SAVAGE, *Secretary.*
LORENZO FROST.
PHILIP C. SWETT.

For the City of Holyoke.

WILBERT T. DEAN.
ADDISON L. GREEN.
ISAAC E. SAWYER.

For the Town of Hyde Park.

J. ROLAND CORTHELL.

For the City of Lawrence.

WILLIAM T. KIMBALL, *Secretary.*
JOHN J. DONOVAN.
FRED H. EATON.

For the City of Lowell.

JOHN J. COLTON.
JOSEPH SMITH.

For the City of Malden.

JAMES O. OTIS, *Secretary.*
FRANK A. BAYARD.
JOHN W. DRAKE.

For the City of Marlborough.

WILLIAM H. MURPHY, *Secretary.*
JOHN L. STONE.
GEORGE L. STEVENS.

For the City of Medford.

ALLSTON P. JOYCE, *Secretary.*
ERNEST B. MOORE.

For the City of Melrose.

WALTER DEHAVEN JONES, *Sec'y.*
WILLIAM A. DOLE.
GEORGE H. DEARBORN.

For the Town of Milton.

SINCLAIR KENNEDY.

For the City of New Bedford.

GEORGE P. BROCK, *Secretary.*
ALBERT B. DRAKE.

For the City of Newburyport.

OLIVER B. MERRILL, *Secretary.*
HENRY B. LITTLE.

For the City of Newton.

JOHN C. BRIMBLECOM, *Secretary.*
DWIGHT CHESTER.
FRANCIS GEO. CURTIS.

For the City of North Adams.

GEORGE FRENCH, *Secretary.*
ARTHUR W. CHIPPENDALE.
OSCAR A. ARCHER.

For the City of Northampton.

JOHN W. MASON, *Secretary.*
MELVIN L. GRAVES.

For the City of Pittsfield.

LOUIS B. CUMMINGS, *Secretary.*
STEPHEN C. BURTON.

For the City of Quincy.

GEORGE T. MAGEE, *Secretary.*
HARRY L. RICE.
LUTHER S. ANDERSON.

EXAMINERS — *Concluded.**For the Town of Revere.*

ALBERT S. BURNHAM, *Secretary.*
ALBERT FITZMEYER.

For the City of Salem.

J. CLIFFORD ENTWISLE, *Sec'y.*
ARTHUR W. WEST.

For the City of Somerville.

FREDERIC W. COOK, *Secretary.*
EDWARD C. BOOTH.
CHARLES M. HEMENWAY.

For the City of Springfield.

CHARLES H. CHURCHILL.
FREDERICK H. STEBBINS.
ROBERT S. FOLSOM.
STEPHEN P. BURNS.

For the City of Taunton.

MARTIN J. LINCOLN, *Secretary.*
ABNER COLEMAN.
JOHN E. BROWNE.

For the City of Waltham.

LUMAN N. HALL, *Secretary.*
CORNELIUS J. MCCORMICK.
MELVIN M. JOHNSON.

For the City of Woburn.

HERBERT B. DOW.
FRANCIS A. PARTRIDGE.

For the City of Worcester.

WILLIAM B. CONNOR, *Secretary.*
JAMES EARLY.

The Commonwealth of Massachusetts.

To the Honorable the Senate and House of Representatives in General Court assembled.

In compliance with the provisions of section 5, chapter 19 of the Revised Laws, the Civil Service Commissioners have the honor to submit their twenty-eighth annual report, covering the period from Oct. 1, 1910, to Sept. 30, 1911, inclusive.

The term of office of Mr. Charles Warren, chairman of the Commission, expired in July, and on July 26 Mr. Thomas F. Boyle of Boston was appointed to fill the vacancy, and under the provisions of chapter 159 of the Acts of 1906 he was designated by His Excellency the Governor as chairman of the Commission. He qualified July 28 and entered upon the duties of the office Aug. 1, 1911.

EXAMINATIONS.

	1905-06.	1906-07.	1907-08.	1908-09.	1909-10.	1910-11.
Number of competitive examinations.	179	209	203	211	184	228
Number of persons examined competitively.	3,870	4,442	4,652	4,851	4,000	4,802

LEGISLATION.

Upon the recommendation of the Commission in its twenty-seventh report, chapter 63 of the Acts of 1911 was enacted by the Legislature, providing that "all answers of applicants to questions in examinations relating to training and experience outside of the labor service shall be under oath if the Commissioners shall so require." This enactment makes it possible for the Commission to carry out more effectively its new policy of requiring applicants to fill out, prior to the date of an examination, papers containing carefully prepared questions designed to test all phases of the applicants' train-

ing and experience. Under the former system the filling out of the experience sheet was a part of the examination. The system was unfair to the applicant, because his answers to the questions were of necessity made hastily, and, being based upon his recollections at the moment, often omitted important details. The system was unsatisfactory to the Commission, because it provided no check upon possible false statements. Under the new system the applicant has time and opportunity to give detailed answers to the questions, while the fact that false statements will make him liable to the penalties of perjury is calculated to check wilful attempts to deceive.

Among other acts enacted by the Legislature of 1911 affecting the enforcement of the Civil Service Law and Rules were chapter 119, which provides that, except in the case of applicants for the police or prison service, no question shall be asked in a Civil Service application or in any examination requiring a statement as to any offence committed before the applicant reached the age of sixteen years; chapter 352, which provides that no regulation concerning the height or weight of persons who shall be eligible to become members of the fire department in any city or town shall be enforced except by the city council of the city or by the selectmen of the town; and chapter 468, which extends the provisions of the Civil Service Law and Rules to the superintendent, chief of police or city marshal in all cities except Boston, and in all towns which have accepted or which may accept the provisions of section 37 of chapter 19 of the Revised Laws, provided that the act shall first have been submitted to the voters of such cities or towns, and accepted by a majority of the voters voting thereon.

CHIEFS OF POLICE.

This act relating to chiefs of police marks a long step in advance. It has hitherto been one of the anomalies of the Civil Service system that while patrolmen and all minor officers of the police departments were subject to the requirements and were given the protection of the Civil Service Law and Rules, and could be appointed only after their fitness had

been demonstrated by examination, and could be removed only under the provisions of the act regulating removals and suspensions, the head of a police department was subject to every personal or political caprice of the appointing authority. He could be appointed without previous training and for political reasons only; and however faithful his service might have been he could be flipped out of office without cause and without warning upon any change in the city or town government. It is surprising that a system so fatal to efficiency should have been so long tolerated; and now that legislation has opened the way to its abolition it may reasonably be expected that the voters of the various cities and towns will avail themselves of the opportunity to bring in a better order of things.

AMENDMENTS TO THE RULES.

Feb. 16, 1911, the Commission submitted to the Governor and Council an amendment to Rule 33, relating to reappointment and reinstatement. The rule was approved March 22, 1911, and after being duly advertised went into effect June 1, 1911. This rule provides that, whenever a position in the First Division, Official Service, is abolished or made unnecessary, or whenever the number of positions of a certain character in any department is reduced, whereby any person legally holding such position is separated from the service without fault or delinquency on his part, the name of such person shall be placed on a special list, to remain there for two years from the date of such separation; and thereafter, on requisition to fill any position which, in the judgment of the Commission, can be filled from such special list, the names on such special list shall be certified, in the order of the dates of their original appointment, and appointments shall be made from the names certified unless the appointing officer requests certification from the regular list. This rule, however, does not apply to persons holding temporary or provisional appointments. The rule further permits the reinstatement, within a period of one year, of any person who has resigned, or who has been dismissed, discharged, suspended or other-

wise separated from a permanent position, without fault or delinquency on his part. This rule is intended to remedy the injustice sometimes experienced by persons who, without fault of their own, are separated from the service through the completion of work or a reduction of force, and who find themselves in consequence at once out of employment and with no place on the regular eligible list.

In March the Commission received petitions from a large number of physicians and other citizens interested in the public schools, requesting the Commission to place school physicians within the classified service. Hearings were given, from which it became evident that the request expressed a widely felt public desire to secure higher efficiency in this important service. April 28, the Commission presented to the Governor and Council an amendment to Civil Service Rule 7, section 1, including under the rules, as class 32, "School physicians, medical and physical inspectors, veterinary inspectors, veterinarians, and persons doing similar work in the service of the Commonwealth or of any city thereof." The amendment was approved May 17, and, after being published in accordance with the law went into operation Aug. 1, 1911. The Commission has arranged to hold examinations to fill these positions where there are vacancies.

OPINIONS OF THE ATTORNEY-GENERAL.

Among the opinions of the Attorney-General rendered to the Commission during the year have been the following:—

July 21, 1910. — That a constable is an officer within the meaning of the word as used in the Revised Laws, chapter 19, section 9, his appointment being subject to confirmation by the city council, and is therefore exempt from Civil Service classification.

Nov. 14, 1910. — That school physicians in the city of Boston are not inspectors within the meaning of the word used in the Civil Service Rule, and consequently are not within the Civil Service classification.

Jan. 28, 1911. — That the letters and other memoranda

received by the Commission in connection with the careful inquiry which is required by the statute in regard to the qualifications of the appointees of the mayor of Boston under the provisions of chapter 486 of the Acts of 1909 (a new city charter of said city) are received for the purpose of aiding the Commission in the performance of its duties, and the Commission is not required to receive or to retain and preserve them; and they are retained and preserved, if at all, only for the information or convenience of the Commission. Since they are not received and are not required to be received within the meaning of revised chapter 35, section 5, they are not records as defined in that section. A member of the Legislature, as such, has no greater right to inspect letters or papers which are in the custody of the Commission but are not public records than has any other member of the public, and his individual rights are to be measured by those of the public.

March 11, 1911. — That the positions of veterinary inspector, veterinary medical inspector and veterinarian, under the board of health of Boston, are within the Civil Service classification.

Sept. 28, 1911. — That under existing statutes a woman may not be appointed to or exercise the duties of the office of truant officer.

RULINGS OF THE COMMISSION.

The following rulings of the Commission may be of public interest: —

Oct. 18, 1910. — *Held:* that employees in an independent industrial school, whose duties place them within any of the classes of the classified service, must be selected in accordance with the Civil Service Rules.

Dec. 15, 1910. — *Held:* that the position of assistant adjutant-general is not within the Civil Service classification.

Dec. 20, 1910. — *Held:* that the position of inspector of petroleum in Fall River is classified.

Feb. 24, 1911. — *Held:* that the position of inspector in the Salem police department ranks lower than that of sergeant.

June 8, 1911. — *Held:* that, in all cases where persons have entered the classified service in a lower grade clerical position by authority of the Commission, in a manner other than by certification after

examination, said employees shall be awarded a general average percentage of 65 for the purpose of determining their general average percentage after having been examined for promotion to the higher grade clerical service.

Aug. 3, 1911. — Held: that the position of bacteriologist under the board of health of Fall River is within the classified civil service.

Aug. 21, 1911. — Held: that the position of harbor master in Fall River is not classified.

Sept. 28, 1911. — Held: that the position of bacteriologist in Lawrence is within the classified service.

MEETINGS OF THE COMMISSION IN CITIES OUTSIDE OF BOSTON.

In pursuance of the vote of the Commission, referred to in its last report, the Commission has held meetings in Worcester, Lowell and Fall River, and purposes, during the coming year, to hold similar meetings in as many cities as possible outside of Boston. At these meetings the mayors and heads of departments are invited to meet the Commission for a conference upon local needs and conditions. The purpose of these visits to the various cities is to give the Commission an opportunity of coming into closer touch with the local authorities, of explaining any points in the law or rules which may have been misunderstood, or which may be in danger of being misunderstood, and of inviting the freest possible discussion of local problems or grievances. Experience has convinced the Commission that only a comparatively small proportion of apparent violations of law by appointing authorities are wilful. Most of them are due to haste, or to a failure thoroughly to grasp the requirements of the law. Personal conference goes far to remove occasions of friction. It is both more agreeable and more useful to appointing authorities to know just what may or may not be done, under the law, before action is taken, rather than afterward. The meetings in these cities have been attended by all the Commissioners and the Secretary, and by mayors and heads of departments. The Commission has been treated with the utmost courtesy, while there has been the freest possible presentation of local needs and questions. By these

frank conferences both the Commission and the local authorities have been helped to a clearer understanding of each other's point of view.

Members of the Commission have addressed meetings of boards of trade, clubs, and other organizations on ten occasions in the following places: Boston, Braintree, Brookline, Chelsea, Cohasset, Hingham, Lynn, Springfield and Watertown.

Commissioner Elmer L. Curtiss and Secretary Warren P. Dudley attended the meetings of the National Assembly of Civil Service Commissioners at Madison, Wis., in June, and Commissioner Curtiss read a paper entitled "Certification, One or Three."

APPOINTMENTS UNDER THE BOSTON CHARTER ACT.

Under the provisions of the Boston amended charter act (Acts of 1909, chapter 486) there have been sent to the Commission during the year 36 appointments. Of these, 9 were appointments of paid heads of departments, 5 of which were reappointments, all of which were approved; and 4 were new appointments, of which 3 were approved and 1 was not approved.

There were 27 appointments of unpaid heads. Of these, 12 were reappointments, all of which were approved; and 15 were new appointments, of which 2 were withdrawn, 10 were approved and 3 were not approved.

ACCEPTANCE OF CIVIL SERVICE RULES.

The town of Arlington accepted the provisions of section 37, chapter 19 of the Revised Laws, so far as they apply to the police force, March 6, 1911; the town of Methuen, March 11, 1911; the towns of Lexington and Ware, March 27, 1911; the town of Belmont, May 18, 1911; the town of Winchester, June 15, 1911; the town of Dedham accepted the provisions of the section so far as they apply to the police force and the permanent fire force, April 3, 1911; and the town of Easthampton accepted the provisions of the section so far as they apply to the police force and the call and permanent fire

force, March 13, 1911. There are now twenty-nine towns which have accepted the Civil Service Law, in whole or in part, by vote of the town, or which have been placed under that law by act of the Legislature.

PROMOTIONS IN BOSTON FIRE DEPARTMENT.

July 18, 1911, at the request of the Fire Commissioner of Boston and after several conferences with him, the Commission adopted a regulation providing that, after Oct. 1, 1911, promotions in the fire department shall be made only after open competitive examination, and by successive grades so far as practicable, — such examinations to be open to all members of the grade from which the promotion is to be made who possess the qualifications as to time and nature of service fixed by the Commission. Under this regulation competitive promotion examinations will be held, from time to time, as often as may be necessary to meet or to anticipate the needs of the higher grades. In these examinations special weight will be given to seniority and length of service, and efficiency and record in the department; and from the promotion lists established as the result of such examinations, the Commission, whenever a promotion is to be made, will certify the names of the three persons standing highest, and one of such persons will be entitled to promotion unless the appointing officer shall, upon written charges filed with the Commission, satisfy it that an additional name should be certified.

This regulation does away with the old system, under which non-competitive examinations were given to persons designated for promotion by the appointing officer; and it may reasonably be expected that it will promote the morale and efficiency of the department by eliminating personal and political influences, and opening the door to promotion to men who, tested by a fair, open, competitive examination, have demonstrated their superior qualifications.

BOSTON LABOR SERVICE.

The inauguration of the system of physical examination of applicants for the labor service of Boston, under the amendment to the labor regulations adopted by the Commission Sept. 28, 1908, has been a step in the right direction. The examination, though simple and held only to determine the ability of the applicant to perform the work for which he applies, has resulted in the elimination of a large number of persons who are manifestly physically unfit to do laboring work. In view of the tendency to pension laborers who have given long and faithful service it is important that comparatively young and physically sound men be employed, and therefore it has become the custom in Boston for the heads of departments in making requisitions to request the certification of young and vigorous men, and in such cases the Commission has uniformly certified men who are not over fifty years of age.

CREDIT FOR MILITARY EXPERIENCE.

From correspondence with the office of the Adjutant-General in February, 1911, it appeared that the practice of the Commission in according special credit to military experience, in certifying for appointment to certain positions, was not generally understood; and the Commission, therefore, furnished information which formed the basis of General Orders No. 7, issued from the Adjutant-General's office March 6, 1911. Briefly, the Commission recognizes the value of military training, whether in the war with Spain, in the regular army or navy, or organized militia in time of peace, in certain positions under the Civil Service, such as, for instance, superintendents, assistant and deputy superintendents, deputies, executive officers and persons other than the chief superintendents of departments, performing a like service for any city; detectives and inspectors of the district police; regular and reserve police of any city; metropolitan park police of Massachusetts; watchmen, gatemen and guards in public parks and ferries; turnkeys, watchmen, drivers of

prison wagons and all persons doing police duty in public parks, institutions, etc., in any city; truant officers of any city; members of the fire department of Boston, except call substitutes; regular and call members of fire departments of any city except Boston; foremen of laborers, inspectors of work and persons doing similar work; and sub-foremen of laborers and persons doing similar work.

In the examinations for these positions, under the rating of "experience," additional credit is given for military service as above, and also for promotion in military service, provided that the applicant received an honorable discharge. This additional credit is given on the experience sheet, and special weight is given to experience in determining the final general average mark.

RECOMMENDATIONS.

The Commission respectfully renews its recommendations, made in its last annual report:—

(1) That legislation be enacted under which the pay-rolls of the other cities of the Commonwealth shall be required to be under oath, and to contain such information as by statute is now required of the pay-rolls of the city of Boston.

(2) That legislation be enacted under which the pay-rolls of the Commonwealth shall be required to be under oath, and to contain such information as by statute is now required of the pay-rolls of the city of Boston. Also:—

(3) That legislation be enacted to extend the provisions of the Civil Service Law and Rules to the service of the several counties.

(4) That legislation be enacted which shall establish grades, by salaries, of the clerks and stenographers employed by the different boards and commissions and in the departments of the Commonwealth.

(5) The file cases in the rooms of the Commission are out of date and entirely inadequate to take care of the mass of valuable books, papers and documents accumulating in the work of the Commission. It would be economy of time and labor if new and up-to-date steel file cases were installed,

and the present overcrowded rooms would be relieved if galleries were built around the rooms with cases running to the ceiling, to be used in filing and storing these papers. The Commission, therefore, recommends that a sufficient appropriation be passed to insure the installing such galleries and file cases.

THOMAS F. BOYLE,
FRANK FOXCROFT,
ELMER L. CURTISS,

Civil Service Commissioners.

DEC. 14, 1911.

APPENDIX.

PART I.

ANNUAL REPORTS OF THE SECRETARY, CHIEF EXAMINER AND REGISTRAR OF LABOR TO THE COMMISSION.

OFFICIAL SERVICE.

To the Civil Service Commission.

We respectfully submit the following report of examinations and appointments, covering the year from Oct. 1, 1910, to Sept. 30, 1911, inclusive.

EXAMINATIONS.

The whole number of examinations held was 351, of which 228 were competitive and 123 non-competitive, as follows:—

Competitive Examinations.

Competitive examinations were held, 9 for State service, 22 for Boston service and 197 for the service of cities and towns other than Boston, as follows:—

	<i>State.</i>	Number of Examinations.	Number examined.
For clerical service,		1	750
For stenographer-typewriter service,		1	185
For inspection service (other than inspection of work),		1	37
For district police service,		2	127
For metropolitan park police service,		1	160
For prison service,		1	115
For foreman and inspection service,		1	32
For civil engineering service,		1	172
Total,		9	1,578

	<i>Boston.</i>	Number of Examinations.	Number examined.
For superintendent service,		1	31
For secretary service,		1	7
For clerical service,		1	145
For stenographer-typewriter service,		1	32
For inspection service (other than inspection of work),		7	123
For gymnasium instruction service,		1	13
For police service,		1	113
For prison service,		1	9
For fire service,		3	203
For foreman and inspection service,		1	124
For janitor service,		1	84
For drawtender service,		1	72
For engineering service,		1	21
For civil engineering service,		1	26
Total,		22	1,003
<i>Arlington.</i>			
For police service,		1	5
<i>Beverly.</i>			
For police service,		1	5
For fire service,		1	5
Total,		2	10
<i>Billerica.</i>			
For police service,		1	4
<i>Brockton.</i>			
For clerical service,		1	14
For police service,		1	17
For fire service,		1	7
Total,		3	38
<i>Brookline.</i>			
For clerical service,		1	7
For police service,		1	8
For fire service,		2	20
For janitor service,		1	5
Total,		5	40

	<i>Cambridge.</i>	Number of Examinations.	Number examined.
For superintendent service,		1	10
For secretary service,		1	22
For clerical service,		1	98
For police service,		1	26
For prison service,		2	61
For truant officer service,		1	24
For fire service,		1	23
For foreman and inspection service,		1	7
For janitor service,		1	13
For drawtender service,		1	15
For civil engineering service,		1	1
Total,		12	300

	<i>Chelsea.</i>		
For clerical service,		1	3
For police service,		1	7
For truant officer service,		1	4
For fire service,		1	12
For janitor service,		1	4
Total,		5	30

	<i>Chicopee.</i>		
For clerical service,		1	4
For water inspection service,		1	14
For police service,		2	11
For fire service,		1	5
For foreman and inspection service,		1	3
For janitor service,		1	5
Total,		7	42

	<i>Clinton.</i>		
For plumbing inspection service,		1	4

	<i>Everett.</i>		
For clerical service,		1	4
For police service,		1	16
For fire service,		1	4
For janitor service,		1	8
Total,		4	32

	<i>Fall River.</i>	Number of Examinations.	Number examined.
For clerical service,	1	51
For police service,	1	45
For fire service,	1	40
For janitor service,	1	41
Total,	4	177

	<i>Fitchburg.</i>		
For assistant superintendent service,	1	2
For clerical service,	1	9
For fire service,	1	19
For foreman and inspection service,	1	9
For civil engineering service,	1	9
Total,	5	48

	<i>Framingham.</i>		
For police service,	1	15

	<i>Gardner.</i>		
For sealer of weights and measures service,	1	14

	<i>Gloucester.</i>		
For clerical service,	1	2
For police service,	1	1
For truant officer service,	1	24
For fire service,	1	3
For foreman and inspection service,	1	2
For janitor service,	1	7
Total,	6	39

	<i>Greenfield.</i>		
For sealer of weights and measures,	1	4

	<i>Haverhill.</i>		
For clerical service,	2	10
For police service,	1	8
For fire service,	1	10
Total,	4	28

	<i>Holyoke.</i>	Number of Examinations.	Number examined.
For clerical service,		1	22
For milk inspection service,		1	7
For police service,		1	13
For truant officer service,		1	6
For fire service,		1	5
For foreman and inspection service,		1	3
For janitor and engineering service,		1	14
For civil engineering service,		1	1
		<hr/>	<hr/>
Total,		8	71

	<i>Hyde Park.</i>		
For police service,		1	3

	<i>Lawrence.</i>		
For clerical service,		1	27
For inspection service (other than inspection of work),		2	22
For police service,		1	27
For fire service,		1	21
For foreman and inspection service,		1	5
For janitor service,		1	16
		<hr/>	<hr/>
Total,		7	118

	<i>Lowell.</i>		
For clerical service,		1	42
For police service,		2	30
For fire service,		1	29
For janitor service,		1	14
For civil engineering service,		1	1
		<hr/>	<hr/>
Total,		6	116

	<i>Lynn.</i>		
For clerical service,		1	13
For sealer of weights and measures service,		1	9
For stenographer-typewriter service,		1	12
For police service,		2	35
For truant officer service,		1	4
For fire service,		2	38
For foreman and inspection service,		1	7
For janitor and engineering service,		1	10
For civil engineering service,		2	3
		<hr/>	<hr/>
Total,		12	131

	<i>Malden.</i>	Number of Examinations.	Number examined.
For clerical service,		1	3
For police service,		1	5
For fire service,		1	7
For foreman and inspection service,		1	3
For janitor service,		1	4
		<hr/>	<hr/>
Total,		5	22

	<i>Marlborough.</i>		
For clerical service,		1	3
For fire service,		1	7
For janitor service,		1	10
		<hr/>	<hr/>
Total,		3	20

	<i>Medford.</i>		
For clerical service,		1	5
For fire service,		1	5
For janitor service,		1	7
For civil engineering service,		1	1
		<hr/>	<hr/>
Total,		4	18

	<i>Melrose.</i>		
For clerical service,		1	3
For police service,		1	5
For fire service,		2	3
For janitor and engineering service,		3	7
For civil engineering service,		1	1
		<hr/>	<hr/>
Total,		8	19

	<i>Methuen.</i>		
For police service,		1	15

	<i>New Bedford.</i>		
For clerical service,		1	34
For stenographer-typewriter service,		1	9
For inspection service (other than inspection of work),		1	6
For police service,		1	27
For fire service,		1	30
For foreman and inspection service,		2	16
For janitor and engineering service,		1	29
For civil engineering service,		1	2
		<hr/>	<hr/>
Total,		9	153

	<i>Newton.</i>	Number of Examinations.	Number examined.
For police service,	1	14
For fire service,	1	10
For janitor and engineering service,	1	4
		<hr/>	<hr/>
Total,	3	28

	<i>North Adams.</i>		
For fire service,	1	5
For janitor service,	1	4
		<hr/>	<hr/>
Total,	2	9

	<i>Northampton.</i>		
For clerical service,	1	1
For police service,	1	7
For fire service,	1	3
For janitor service,	1	2
		<hr/>	<hr/>
Total,	4	13

	<i>Norwood.</i>		
For police service,	2	7

	<i>Peabody.</i>		
For police service,	2	11

	<i>Pittsfield.</i>		
For clerical service,	1	4
For police service,	1	4
For fire service,	1	3
For janitor service,	1	4
		<hr/>	<hr/>
Total,	4	15

	<i>Quincy.</i>		
For clerical service,	1	3
For police service,	1	8
For fire service,	1	8
For janitor service,	2	16
For civil engineering service,	1	1
		<hr/>	<hr/>
Total,	6	36

	<i>Revere.</i>	Number of Examinations.	Number examined.
For police service,		1	14
For fire service,		1	7
		<hr/>	<hr/>
Total,		2	21

	<i>Salem.</i>		
For clerical service,		1	6
For police service,		1	5
For fire service,		1	4
For janitor service,		1	8
		<hr/>	<hr/>
Total,		4	23

	<i>Saugus.</i>		
For police service,		1	7
For janitor service,		1	3
		<hr/>	<hr/>
Total,		2	10

	<i>Somerville.</i>		
For clerical service,		1	20
For police service,		1	15
For fire service,		1	26
For janitor service,		1	2
		<hr/>	<hr/>
Total,		4	63

	<i>Springfield.</i>		
For clerical service,		1	26
For inspection service (other than inspection of work),		1	7
For police service,		1	27
For truant officer service,		1	10
For fire service,		1	17
For foreman and inspection service,		2	13
For janitor and engineering service,		2	17
For civil engineering service,		1	6
		<hr/>	<hr/>
Total,		10	123

	<i>Stoneham.</i>		
For police service,		1	3

	<i>Swampscott.</i>	Number of Examinations.	Number examined.
For plumbing inspection service,		1	1
For police service,		1	4
		<hr/>	<hr/>
Total,		2	5

	<i>Taunton.</i>		
For police service,		1	8
For truant officer service,		1	15
For fire service,		1	7
For janitor service,		1	2
		<hr/>	<hr/>
Total,		4	32

	<i>Wakefield.</i>		
For police service,		1	7

	<i>Waltham.</i>		
For police service,		1	3
For fire service,		1	8
For foreman and inspection service,		1	3
		<hr/>	<hr/>
Total,		3	14

	<i>Westfield.</i>		
For police service,		1	5

	<i>West Springfield.</i>		
For police service,		1	3

	<i>Winthrop.</i>		
For police service,		1	2

	<i>Woburn.</i>		
For almoner service,		1	8
For police service,		1	5
For fire service,		1	12
		<hr/>	<hr/>
Total,		3	25

	<i>Worcester.</i>	Number of Examinations.	Number examined.
For clerical service,		1	81
For inspection service (other than inspection of work),		1	22
For police service,		1	60
For prison service,		1	45
For fire service,		1	20
For foreman and inspection service,		1	6
For janitor and engineering service,		1	11
For civil engineering service,		1	5
Total,		8	250

Non-competitive Examinations.

Non-competitive examinations were held as follows: 109 of applicants for promotion where the rules provide for non-competitive examination; 14 for original appointment, in the case of 4 of which there were no persons on the eligible list possessing the special qualifications and experience required in the office; 5 were for transfer and 5 were for positions for which there were no eligible lists.

Number of Persons examined.

The whole number of persons examined for original appointment and for promotion in the first division was 4,925, of whom 3,975 were men, including 16 veterans, and 950 were women, as follows:—

For superintendent service,	45
For chief clerk and secretary service,	31
For clerical service,	1,395
For clerical promotion,	10
For sealer of weights and measures service,	27
For visitor service,	1
For almoner service,	8
For stenographer-typewriter service,	238
For inspection service (other than inspection of work),	246
For gymnasium instruction service,	13
For district police service,	127
For police service,	660
For police promotion,	47

For metropolitan park police service,	160
For metropolitan park police promotion,	6
For prison service,	230
For truant officer service,	87
For fire service,	627
For fire promotion,	41
For foreman and inspection service,	233
For foreman and inspection promotion,	1
For janitor service,	351
For drawtender service,	87
For engineering service,	21
For civil engineering service,	229
For civil engineering promotion,	4
<hr/>	
Total,	4,925

Of the whole number examined, 4,691 had been educated in the public schools and 234 appear to have attended college.

Number of Persons passing Examinations.

The whole number of persons who passed examinations for original appointment and promotion was 2,453, of whom 2,116 were men, including 4 veterans, and 337 women, as follows:—

	Number.	Per Cent of those examined.
For superintendent service,	19	42.23
For chief clerk and secretary service,	18	58.07
For clerical service,	385	27.60
For clerical promotion,	3	30.00
For sealer of weights and measures service,	10	37.04
For visitor service,	1	100.00
For almoner service,	3	37.50
For stenographer-typewriter service,	87	36.56
For inspection service (other than inspection of work),	127	51.63
For gymnasium instruction service,	10	76.93
For district police service,	60	47.25
For police service,	404	61.22
For police promotion,	45	95.75
For metropolitan park police service,	81	50.63
For metropolitan park police promotion,	6	100.00
For prison service,	164	71.31
For truant officer service,	44	50.58

	Number.	Per Cent of those examined.
For fire service,	377	60.13
For fire promotion,	35	85.37
For foreman and inspection service,	111	47.64
For foreman and inspection promotion,	1	100.00
For janitor service,	249	70.95
For drawtender service,	32	36.79
For engineering service,	18	85.72
For civil engineering service,	159	69.44
For civil engineering promotion,	4	100.00

Number of Persons appointed.

The whole number of persons receiving original appointment from the eligible lists was 1,060, of whom 837 were men, including 4 examined veterans, and 223 were women.

The whole number of persons receiving appointment by promotion was 149, of whom 147 were men, including 2 examined veterans and 1 unexamined veteran, and 2 were women.

In addition, the whole number of original appointments of unexamined veterans was 9.

Following are the lists: —

COMMONWEALTH SERVICE.

	NUMBER OF EXAMINATIONS.			NUMBER EXAMINED.			NUMBER PASSED.			NUMBER OF EXAMINED PERSONS APPOINTED FROM THE ELIGIBLE LISTS.			Number of Unexamined Veterans appointed.	AVERAGE AGE OF THOSE PASSED.			AVERAGE AGE OF THOSE FAILED.			EDUCATION OF THOSE PASSED.		EDUCATION OF THOSE FAILED.	
	General Competitive.	Special Competitive.	Non-competitive.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.		Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Common School.	College.	Common School.	College.
Secretary, Class 2,	-	-	1	1	-	-	1	-	-	1	-	-	-	44.00	-	-	-	-	-	-	1	-	-
Clerical, Class 3,	1	-	1	368	1	382	42	-	95	15	-	82	-	25.45	-	24.68	23.63	63.00	24.45	127	10	597	17
Clerical promotion, Class 3-B,	-	-	2	2	-	-	-	-	-	-	-	-	-	-	-	-	24.00	-	-	-	-	2	-
Accountant, Class 4,	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Visitor, Class 7,	-	-	1	-	-	1	-	-	1	4	-	8	-	-	-	-	-	-	-	1	-	-	-
Special agent, Class 8,	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-
Stenographer-typewriter, Class 9,	1	-	-	31	-	154	14	-	53	3	-	30	-	26.29	-	25.91	20.76	-	22.35	63	4	116	2
Inspection, other than inspection of work, Class 11,	1	-	-	37	-	-	30	-	-	9	-	-	-	37.67	-	-	43.00	-	-	28	2	7	-
District police, Class 13,	2	-	-	127	-	-	60	-	-	9	-	-	-	35.00	-	-	37.06	-	-	57	3	67	-
Metropolitan park police, Class 16,	1	-	-	160	-	-	81	-	-	10	-	-	-	28.23	-	-	28.27	-	-	81	-	79	-

COMMONWEALTH SERVICE—*Concluded.*

	NUMBER OF EXAMINATIONS.			NUMBER EXAMINED.			NUMBER PASSED.			NUMBER OF EXAMINED PERSONS APPOINTED FROM THE ELIGIBLE LISTS.			Number of Unexamined Veterans appointed.	AVERAGE AGE OF THOSE PASSED.			AVERAGE AGE OF THOSE FAILED.			EDUCATION OF THOSE PASSED.		EDUCATION OF THOSE FAILED.	
	General Competitive.	Special Competitive.	Non-competitive.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.		Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Common School.	College.	Common School.	College.
Metropolitan park police promotion, Class 16	-	-	6	5	1	-	5	1	-	6	1	-	-	39.40	37.00	-	-	-	-	6	-	-	-
Prison, Class 17,	1	-	-	115	-	-	89	-	-	22	-	-	-	31.83	-	-	33.61	-	-	89	-	26	-
Foremen and inspection, Class 22,	1	-	-	32	-	-	18	-	-	1	-	-	-	34.50	-	-	32.71	-	-	14	4	13	1
Civil engineering, Class 27,	1	-	-	172	-	-	132	-	-	25	-	-	-	23.42	-	-	23.30	-	-	42	90	29	11
Civil engineering promotion, class 27.	-	-	1	1	-	-	1	-	-	6	-	-	-	38.00	-	-	-	-	-	-	1	-	-
	9	-	12	1,051	2	537	473	1	149	112	1	120	1	33.07	37.00	25.30	29.59	63.00	23.40	508	115	936	31
	21			1,590			623			233			1	31.79			38.66			623		967	

BOSTON SERVICE.

Superintendent, Class 1, . . .	1	-	1	32	-	-	13	-	-	6	-	-	-	35.61	-	-	37.26	-	-	3	10	11	8
Secretary, Class 2,	1	-	-	7	-	-	6	-	-	1	-	-	-	34.67	-	-	24.00	-	-	-	6	-	1
Clerical, Class 3,	1	-	2	98	-	49	15	-	10	14	-	15	1	29.13	-	28.90	25.10	-	23.38	23	2	116	6
Clerical promotion, Class 3-B, .	-	-	4	3	-	1	2	-	1	3	-	1	-	24.00	-	30.00	30.00	-	-	3	-	1	-
Sealer of weights and measures, Class 6.	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Visitor, Class 7,	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-
Stenographer-typewriter, Class 9, .	1	-	-	1	-	31	-	-	11	3	-	10	-	-	-	21.55	21.00	-	26.75	11	-	21	-
Inspection, other than inspection of work, Class 11.	7	-	2	122	3	-	61	-	-	30	-	-	-	35.16	-	-	37.98	63.00	-	55	6	62	2
Gymnasium instruction, Class 12,	1	-	-	13	-	-	10	-	-	2	-	-	-	29.20	-	-	24.33	-	-	9	1	3	-
Police, Class 14,	1	-	-	113	-	-	75	-	-	57	-	-	-	27.55	-	-	28.16	-	-	75	-	38	-
Police promotion, Class 14, . . .	-	-	27	27	-	-	26	-	-	24	-	-	-	42.62	-	-	47.00	-	-	26	-	1	-
Prison, Class 17,	1	-	-	9	-	-	3	-	-	1	-	-	-	43.00	-	-	45.33	-	-	3	-	6	-
Truant officer, Class 19,	-	-	-	-	-	-	-	-	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-
Fire, Class 20,	3	-	-	203	-	-	124	-	-	47	-	-	-	24.48	-	-	25.24	-	-	124	-	79	-
Fire promotion, Class 20,	-	-	6	6	-	-	6	-	-	8	-	-	-	40.67	-	-	-	-	-	6	-	-	-
Foreman and inspection, Class 22, .	1	-	-	123	1	-	45	-	-	20	-	-	-	38.27	-	-	38.58	67.00	-	44	1	78	1
Foreman and inspection promo- tion, Class 22.	-	-	1	1	-	-	1	-	-	2	-	-	-	37.00	-	-	-	-	-	1	-	-	-
Janitor, Class 24,	1	-	-	81	1	2	44	-	-	6	-	-	-	34.23	-	-	40.00	73.00	41.50	44	-	39	1

¹ Medal of honor.

BOSTON SERVICE—*Concluded.*

	NUMBER OF EXAMINATIONS.			NUMBER EXAMINED.			NUMBER PASSED.			NUMBER OF EXAMINED PERSONS APPOINTED FROM THE ELIGIBLE LISTS.			NUMBER OF UNEXAMINED VETERANS APPOINTED.	AVERAGE AGE OF THOSE PASSED.			AVERAGE AGE OF THOSE FAILED.			EDUCATION OF THOSE PASSED.		EDUCATION OF THOSE FAILED.	
	General Competitive.	Special Competitive.	Non-competitive.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.		Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Common School.	College.	Common School.	College.
Drawtender, Class 25,	1	-	-	71	1	-	26	-	-	16	-	-	-	34.96	-	-	35.49	63.00	-	26	-	45	1
Engineering, Class 26,	1	-	-	21	-	-	18	-	-	4	-	-	-	40.00	-	-	49.33	-	-	18	-	3	-
Civil engineering, Class 27,	1	-	-	26	-	-	15	-	-	16	-	-	-	27.33	-	-	28.00	-	-	8	7	7	4
Civil engineering promotion, Class 27.	-	-	3	3	-	-	3	-	-	11	-	-	-	40.67	-	-	-	-	-	2	1	-	-
	22	-	46	950	6	83	493	-	22	275	-	27	1	34.36	-	26.82	33.55	66.50	30.54	481	34	510	24
	68			1,049			515			302			1	30.59			43.53			515		534	

POLICE SERVICE, CITIES AND TOWNS OTHER THAN BOSTON.

Arlington,	1	-	-	5	-	-	4	-	-	-	-	-	-	34.50	-	-	33.00	-	-	4	-	1	-
Beverly,	1	-	-	5	-	-	5	-	-	7	-	-	-	30.40	-	-	-	-	-	5	-	-	-
Billerica,	1	-	-	4	-	-	3	-	-	-	-	-	-	34.67	-	-	32.00	-	-	3	-	1	-

[illegible]

POLICE SERVICE, CITIES AND TOWNS OTHER THAN BOSTON — *Concluded.*

	NUMBER OF EXAMINATIONS.			NUMBER EXAMINED.			NUMBER PASSED.			NUMBER OF EXAMINED PERSONS APPOINTED FROM THE ELIGIBLE LISTS.			Number of Unexamined Veterans appointed.	AVERAGE AGE OF THOSE PASSED.			AVERAGE AGE OF THOSE FAILED.			EDUCATION OF THOSE PASSED.		EDUCATION OF THOSE FAILED.	
	General Competitive.	Special Competitive.	Non-competitive.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.		Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Common School.	College.	Common School.	College.
Melrose,	1	-	-	5	-	-	4	-	-	-	-	-	-	31.00	-	-	39.00	-	-	4	-	1	-
Methuen,	1	-	-	15	-	-	12	-	-	-	-	-	-	32.33	-	-	32.00	-	-	12	-	3	-
New Bedford,	1	-	-	27	-	-	11	-	-	-	-	-	-	27.09	-	-	29.13	-	-	11	-	16	-
New Bedford, promotion,	-	-	1	1	-	-	1	-	-	1	-	-	-	52.00	-	-	-	-	-	1	-	-	-
Newburyport,	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Newton,	1	-	-	14	-	-	9	-	-	10	-	-	-	28.55	-	-	31.80	-	-	9	-	5	-
North Adams,	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Northampton,	1	-	-	7	-	-	3	-	-	-	-	-	-	32.33	-	-	30.50	-	-	3	-	4	-
Norwood,	2	-	-	7	-	-	3	-	-	1	-	-	-	29.67	-	-	28.75	-	-	3	-	4	-
Peabody,	2	-	-	11	-	-	6	-	-	2	-	-	-	29.67	-	-	35.40	-	-	6	-	5	-
Pittsfield,	1	-	-	4	-	-	1	-	-	3	-	-	-	33.00	-	-	34.30	-	-	1	-	3	-
Pittsfield, promotion,	-	-	1	1	-	-	1	-	-	1	-	-	-	54.00	-	-	-	-	-	1	-	-	-

Quincy,	1	-	-	8	-	-	4	-	-	7	-	-	-	26.00	-	-	23.80	-	-	4	-	4	-
Revere,	1	-	-	14	-	-	10	-	-	8	-	-	-	29.40	-	-	31.25	-	-	10	-	4	-
Revere, promotion,	-	-	1	1	-	-	1	-	-	1	-	-	-	42.00	-	-	-	-	-	1	-	-	-
Salem,	1	-	-	5	-	-	4	-	-	-	-	-	-	29.50	-	-	39.00	-	-	4	-	1	-
Saugus,	1	-	-	7	-	-	4	-	-	3	-	-	-	32.25	-	-	26.67	-	-	4	-	3	-
Somerville,	1	-	-	15	-	-	10	-	-	5	-	-	-	27.70	-	-	30.40	-	-	10	-	5	-
Springfield,	1	-	-	27	-	-	15	-	-	12	-	-	-	25.33	-	-	31.33	-	-	15	-	12	-
Stoneham,	1	-	-	3	-	-	2	-	-	1	-	-	-	30.50	-	-	25.00	-	-	2	-	1	-
Swampscott,	1	-	-	4	-	-	1	-	-	1	-	-	-	33.00	-	-	29.33	-	-	1	-	3	-
Taunton,	1	-	-	8	-	-	5	-	-	3	-	-	-	29.00	-	-	34.33	-	-	5	-	3	-
Wakefield,	1	-	-	7	-	-	4	-	-	-	-	-	-	30.50	-	-	36.00	-	-	4	-	3	-
Waltham,	1	-	-	3	-	-	3	-	-	2	-	-	-	36.33	-	-	-	-	-	3	-	-	-
Waltham, promotion,	-	-	1	1	-	-	1	-	-	1	-	-	-	30.00	-	-	-	-	-	1	-	-	-
Westfield,	1	-	-	5	-	-	4	-	-	1	-	-	-	29.75	-	-	36.00	-	-	4	-	1	-
West Springfield,	1	-	-	3	-	-	1	-	-	1	-	-	-	31.00	-	-	31.50	-	-	1	-	2	-
Winthrop,	1	-	-	2	-	-	2	-	-	1	-	-	-	29.00	-	-	-	-	-	2	-	-	-
Woburn,	1	-	-	5	-	-	4	-	-	5	-	-	-	26.00	-	-	23.00	-	-	4	-	1	-
Worcester,	1	-	-	60	-	-	42	-	-	15	-	-	-	27.00	-	-	30.17	-	-	42	-	18	-
Worcester, promotion,	-	-	-	-	-	-	-	-	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-
	47	1	20	566	1	-	347	1	-	190	1	-	-	31.98	65.00	-	31.23	-	-	348	-	219	-
	68			567			348			191				48.49			31.23			348		219	

SUPERINTENDENT, SECRETARY AND CHIEF CLERK, CLERICAL, TIMEKEEPER AND WEIGHER, SEALER OF WEIGHTS AND MEASURES, ALMONER AND INTERPRETER, STENOGRAPHER-TYPEWRITER, INSPECTION (OTHER THAN INSPECTION OF WORK), PRISON, TRUANT OFFICER, FIRE, FOREMAN AND INSPECTION OF WORK, SUB-FOREMAN, JANITOR, DRAWTENDER, ENGINEERING AND CIVIL ENGINEERING IN THE SERVICE OF CITIES OTHER THAN BOSTON, AND IN TOWNS.

	NUMBER OF EXAMINATIONS.			NUMBER EXAMINED.			NUMBER PASSED.			NUMBER OF EXAMINED PERSONS APPOINTED FROM THE ELIGIBLE LISTS.			NUMBER OF UNEXAMINED VETERANS APPOINTED.	AVERAGE AGE OF THOSE PASSED.			AVERAGE AGE OF THOSE FAILED.			EDUCATION OF THOSE PASSED.		EDUCATION OF THOSE FAILED.	
	General Competitive.	Special Competitive.	Non-competitive.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.		Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Common School.	College.	Common School.	College.
Beverly, fire, Class 21, . . .	1	-	-	5	-	-	1	-	-	1	-	-	-	28.00	-	-	31.50	-	-	1	-	4	-
Brockton, clerical, Class 3, . . .	1	-	-	2	-	12	1	-	7	1	-	2	-	23.00	-	24.43	21.00	-	21.40	8	-	6	-
Brockton, fire, Class 21, . . .	1	-	-	7	-	-	4	-	-	5	-	-	-	25.75	-	-	27.00	-	-	4	-	3	-
Brockton, foreman and inspection, Class 22.	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Brockton, janitor and engineering, Classes 24 and 26.	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Brookline, clerical, Class 3, . . .	1	-	-	1	-	6	1	-	2	1	-	1	-	26.00	-	29.50	-	-	26.50	3	-	4	-
Brookline, fire, Class 21, . . .	2	-	-	20	-	-	16	-	-	7	-	-	-	25.75	-	-	25.75	-	-	16	-	4	-

Brookline, fire promotion, Class 21,	-	-	1	1	-	-	1	-	-	1	-	-	33.00	-	-	-	-	-	1	-	-	-
Brookline, janitor, Class 24, .	1	-	-	5	-	-	3	-	-	-	-	-	45.67	-	-	36.50	-	-	3	-	2	-
Cambridge, superintendent, Class 1.	1	-	-	10	-	-	4	-	-	-	-	-	33.00	-	-	47.67	-	-	4	-	6	-
Cambridge, secretary, Class 2, .	1	-	-	22	-	-	10	-	-	1	-	-	31.80	-	-	34.60	-	-	8	2	12	-
Cambridge, clerical, Class 3,	1	-	-	17	-	81	3	-	42	-	-	7	31.67	-	19.97	20.14	-	20.41	42	3	52	1
Cambridge, clerical promotion, Class 3-B.	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-
Cambridge, prison, Class 17,	2	-	-	61	-	-	38	-	-	1	-	-	34.47	-	-	37.91	-	-	38	-	23	-
Cambridge, truant officer, Class 19,	1	-	-	24	-	-	14	-	-	1	-	-	40.57	-	-	41.40	-	-	14	-	10	-
Cambridge, fire, Class 21, .	1	-	-	23	-	-	13	-	-	13	-	-	26.77	-	-	25.80	-	-	13	-	10	-
Cambridge, fire promotion, Class 21.	-	-	-	-	-	-	-	-	-	20	-	-	1	-	-	-	-	-	-	-	-	-
Cambridge, foreman and inspection, Class 22.	1	-	-	7	-	-	6	-	-	3	-	-	41.17	-	-	41.00	-	-	6	-	1	-
Cambridge, Janitor, Class 24, .	1	-	-	11	-	2	10	-	1	7	-	-	38.50	-	48.00	33.00	-	59.00	11	-	2	-
Cambridge, drawtender, Class 25,	1	-	-	15	-	-	6	-	-	4	-	-	44.67	-	-	38.11	-	-	6	-	9	-
Cambridge, civil engineering, Class 27.	1	-	-	1	-	-	-	-	-	-	-	-	-	-	-	18.00	-	-	-	-	1	-
Chelsea, clerical, Class 3, .	1	-	-	-	-	3	-	-	2	-	-	1	-	-	26.50	-	-	20.00	1	1	1	-
Chelsea, truant officer, Class 19, .	1	-	-	4	-	-	3	-	-	1	-	-	37.33	-	-	52.00	-	-	3	-	1	-
Chelsea, fire, Class 21, .	1	-	-	12	-	-	10	-	-	4	-	-	29.20	-	-	27.00	-	-	10	-	2	-
Chelsea, janitor, Class 24, .	1	-	-	4	-	-	2	-	-	2	-	-	25.50	-	-	40.50	-	-	2	-	2	-
Chicopee, clerical, Class 3, .	1	-	-	2	-	2	-	-	-	-	-	-	-	-	-	19.50	-	19.00	-	-	4	-
Chicopee, clerical promotion, Class 3-B.	-	-	1	1	-	-	-	-	-	-	-	-	-	-	-	31.00	-	-	-	-	1	-
Chicopee, water inspection, Class 11.	1	-	-	14	-	-	8	-	-	1	-	-	30.25	-	-	32.00	-	-	8	-	6	-
Chicopee, fire, Class 21, .	1	-	-	5	-	-	4	-	-	1	-	-	24.25	-	-	30.00	-	-	4	-	1	-

SUPERINTENDENT, SECRETARY AND CHIEF CLERK, ETC. — *Continued.*

	NUMBER OF EXAMINATIONS.			NUMBER EXAMINED.			NUMBER PASSED.			NUMBER OF EXAMINED PERSONS APPOINTED FROM THE ELIGIBLE LISTS.			Number of Unexamined Veterans appointed.	AVERAGE AGE OF THOSE PASSED.			AVERAGE AGE OF THOSE FAILED.			EDUCATION OF THOSE PASSED.		EDUCATION OF THOSE FAILED.	
	General Competitive.	Special Competitive.	Non-competitive.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.		Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Common School.	College.	Common School.	College.
Chicopee, foreman and inspection, Class 22.	1	-	-	3	-	-	1	-	-	-	-	-	-	36.00	-	-	32.00	-	-	1	-	2	-
Chicopee, janitor, Class 24, . . .	1	-	-	5	-	-	3	-	-	1	-	-	-	39.33	-	-	44.00	-	-	3	-	2	-
Clinton, plumbing inspection, Class 11.	1	-	-	4	-	-	1	-	-	1	-	-	-	34.00	-	-	31.30	-	-	1	-	3	-
Everett, clerical, Class 3, . . .	1	-	1	2	-	3	1	-	-	1	-	1	-	32.00	-	-	37.00	-	20.33	1	-	4	-
Everett, clerical promotion, Class 3-B.	-	-	1	1	-	-	-	-	-	-	-	-	-	-	-	-	31.00	-	-	-	-	1	-
Everett, fire, Class 21,	1	-	-	4	-	-	3	-	-	3	-	-	-	23.67	-	-	33.00	-	-	3	-	1	-
Everett, janitor, Class 24, . . .	1	-	-	8	-	-	7	-	-	5	-	-	-	43.28	-	-	63.00	-	-	7	-	1	-
Fall River, clerical, Class 3, . . .	1	-	-	32	-	19	15	-	11	-	-	-	-	22.48	-	20.45	25.00	-	26.00	26	-	25	-
Fall River, clerical promotion, Class 3-B.	-	-	2	2	-	-	-	-	-	-	-	-	-	-	-	-	26.50	-	-	-	-	2	-
Fall River, inspection, Class 11, .	-	-	-	-	-	-	-	-	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-
Fall River, prison, Class 17, . .	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Fall River, fire, Class 21, . . .	1	-	-	40	-	-	23	-	-	9	-	-	-	25.78	-	-	29.18	-	-	23	-	17	-

Fall River, fire promotion, Class 21,	-	-	2	2	-	-	2	-	-	3	-	-	-	40.50	-	-	-	-	2	-	-	-
Fall River, foreman and inspection, Class 22.	-	-	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-
Fall River, janitor, Class 24,	1	-	-	41	-	-	36	-	-	13	-	-	-	37.47	-	-	51.20	-	36	-	5	-
Fitchburg, assistant superintendent, Class 1.	1	-	1	3	-	-	2	-	-	-	-	-	-	39.00	-	-	58.00	-	2	-	1	-
Fitchburg, clerical, Class 3,	1	-	-	6	-	3	3	-	1	-	-	2	-	20.67	-	19.00	26.30	-	4	-	5	-
Fitchburg, fire, Class 21,	1	-	-	19	-	-	13	-	-	2	-	-	-	30.77	-	-	30.17	-	13	-	6	-
Fitchburg, fire promotion, Class 24,	-	-	1	1	-	-	-	-	-	-	-	-	-	-	-	-	28.00	-	-	-	1	-
Fitchburg, foreman and inspection, Class 22.	1	-	-	9	-	-	6	-	-	2	-	-	-	47.67	-	-	34.33	-	6	-	3	-
Fitchburg, civil engineering, Class 27.	1	-	-	9	-	-	5	-	-	4	-	-	-	23.00	-	-	22.00	-	4	1	4	-
Gardner, sealer of weights and measures, Class 6.	1	-	-	13	1	-	5	-	-	1	-	-	-	36.60	-	-	39.63	66.00	5	-	9	-
Gloucester, clerical, Class 3,	1	-	-	1	-	1	-	-	1	-	-	-	-	-	-	18.00	40.00	-	1	-	1	-
Gloucester, truant officer, Class 19,	1	-	-	24	-	-	9	-	-	1	-	-	-	40.44	-	-	49.80	-	9	-	14	1
Gloucester, fire, Class 21,	1	-	-	3	-	-	1	-	-	5	-	-	-	27.00	-	-	26.50	-	1	-	2	-
Gloucester, foreman and inspection, Class 22.	1	-	-	2	-	-	2	-	-	-	-	-	-	47.00	-	-	-	-	2	-	-	-
Gloucester, janitor, Class 24,	1	-	-	7	-	-	5	-	-	-	-	-	-	49.00	-	-	39.80	-	5	-	2	-
Greenfield, sealer of weights and measures, Class 6.	1	-	-	4	-	-	2	-	-	-	-	-	-	32.50	-	-	32.50	-	1	1	2	-
Haverhill, clerical, Class 3,	2	-	1	3	-	8	3	-	1	-	-	3	-	19.33	-	22.00	30.33	-	4	-	7	-
Haverhill, fire, Class 21,	1	-	-	10	-	-	8	-	-	5	-	-	-	30.50	-	-	34.00	-	8	-	2	-
Haverhill, fire promotion, Class 21,	-	-	2	2	-	-	2	-	-	2	-	-	-	32.50	-	-	-	-	2	-	-	-
Holyoke, clerical, Class 3,	1	-	-	8	-	14	2	-	5	2	-	2	-	23.50	-	22.60	25.33	-	6	1	15	-
Holyoke, milk inspection, Class 11,	1	-	-	7	-	-	1	-	-	1	-	-	-	24.00	-	-	40.17	-	1	-	6	-
Holyoke, truant officer, Class 19,	1	-	-	6	-	-	2	-	-	1	-	-	-	44.00	-	-	42.75	-	2	-	4	-

SUPERINTENDENT, SECRETARY AND CHIEF CLERK, ETC. — *Continued.*

	NUMBER OF EXAMINATIONS.			NUMBER EXAMINED.			NUMBER PASSED.			NUMBER OF EXAMINED PERSONS APPOINTED FROM THE ELIGIBLE LISTS.			Number of Unexamined Veterans appointed.	AVERAGE AGE OF THOSE PASSED.			AVERAGE AGE OF THOSE FAILED.			EDUCATION OF THOSE PASSED.		EDUCATION OF THOSE FAILED.	
	General Competitive.	Special Competitive.	Non-competitive.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.		Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Common School.	College.	Common School.	College.
Holyoke, fire, Class 21,	1	-	1	6	-	-	6	-	-	2	-	-	-	25.83	-	-	-	-	-	6	-	-	-
Holyoke, fire promotion, Class 21,	-	-	1	1	-	-	1	-	-	1	-	-	-	40.00	-	-	-	-	-	1	-	-	-
Holyoke, foreman and inspection, Class 22.	1	-	-	3	-	-	1	-	-	-	-	-	-	40.00	-	-	44.00	-	-	1	-	2	-
Holyoke, janitor and engineering, Classes 24 and 26.	1	-	-	14	-	-	9	-	-	2	-	-	-	33.78	-	-	36.80	-	-	9	-	5	-
Holyoke, civil engineering, Class 27,	1	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	18.00	-	-	-	-	1	-
Lawrence, clerical, Class 3,	1	-	-	22	-	5	6	-	1	4	-	-	-	22.50	-	22.00	28.31	-	22.75	7	-	20	-
Lawrence, inspection, Class 11, . .	2	-	-	22	-	-	10	-	-	3	-	-	-	32.00	-	-	35.33	-	-	9	1	12	-
Lawrence, fire, Class 21,	1	-	-	21	-	-	10	-	-	11	-	-	-	29.80	-	-	28.64	-	-	10	-	11	-
Lawrence, fire promotion, Class 21,	-	-	4	4	-	-	4	-	-	-	-	-	-	39.75	-	-	-	-	-	4	-	-	-
Lawrence, foreman and inspection, Class 22.	1	-	-	5	-	-	1	-	-	1	-	-	-	47.00	-	-	45.25	-	-	1	-	4	-
Lawrence, janitor, Class 24,	1	-	-	16	-	-	12	-	-	1	-	-	-	38.08	-	-	45.25	-	-	12	-	4	-
Lowell, clerical, Class 3,	1	-	-	24	-	18	3	-	10	-	-	1	-	29.67	-	22.20	24.86	-	19.63	13	-	29	-

Lowell, fire, Class 21,	1	-	-	29	-	-	9	-	-	4	-	-	28.90	-	-	29.55	-	-	9	-	20	-
Lowell, fire promotion, Class 21, .	-	-	3	3	-	-	1	-	-	1	-	-	37.00	-	-	52.00	-	-	1	-	2	-
Lowell, foreman and inspection, Class 22.	-	-	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-	
Lowell, janitor, Class 24,	1	-	-	14	-	-	12	-	-	5	-	-	35.50	-	-	44.00	-	-	12	-	2	-
Lowell, civil engineering, Class 27,	1	-	-	1	-	-	-	-	-	-	-	-	-	-	-	29.00	-	-	-	-	-	1
Lynn, chief clerk, Class 2,	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-
Lynn, clerical, Class 3,	1	-	-	5	-	8	3	-	5	-	-	5	22.67	-	25.60	27.50	-	22.67	8	-	5	-
Lynn, sealer of weights and meas- ures, Class 6.	1	-	-	9	-	-	3	-	-	1	-	-	31.00	-	-	35.67	-	-	3	-	6	-
Lynn, stenographer-typewriter, Class 9.	1	-	-	-	-	12	-	-	6	-	-	1	-	-	20.83	-	-	21.17	6	-	6	-
Lynn, truant officer, Class 19, . .	1	-	-	4	-	-	3	-	-	1	-	-	46.00	-	-	38.00	-	-	3	-	1	-
Lynn, fire, Class 21,	2	-	-	38	-	-	19	-	-	10	-	-	26.90	-	-	26.90	-	-	19	-	19	-
Lynn, fire promotion, Class 21, . .	-	-	2	2	-	-	1	-	-	1	-	-	28.00	-	-	38.00	-	-	1	-	1	-
Lynn, foreman and inspection, Class 22.	1	-	-	7	-	-	5	-	-	-	-	-	42.89	-	-	53.00	-	-	5	-	2	-
Lynn, janitor and engineering, Classes 24 and 26.	1	-	-	10	-	-	6	-	-	8	-	-	47.83	-	-	46.50	-	-	6	-	4	-
Lynn, civil engineering, Class 27, .	2	-	-	3	-	-	1	-	-	-	-	-	20.00	-	-	25.00	-	-	-	1	2	-
Malden, clerical, Class 3,	1	-	-	2	-	1	1	-	-	2	-	-	25.00	-	-	24.00	-	20.00	1	-	2	-
Malden, inspection, Class 11, . .	-	-	1	1	-	-	1	-	-	1	-	-	41.00	-	-	-	-	-	1	-	-	-
Malden, fire, Class 21,	1	-	-	7	-	-	5	-	-	4	-	-	26.00	-	-	25.50	-	-	5	-	2	-
Malden, fire promotion, Class 21, .	-	-	2	2	-	-	2	-	-	3	-	-	47.00	-	-	-	-	-	2	-	-	-
Malden, foreman and inspection, Class 22.	1	-	-	3	-	-	2	-	-	-	-	-	38.50	-	-	39.00	-	-	2	-	1	-
Malden, janitor, Class 24,	1	-	-	3	1	-	3	1	-	1	1	-	60.00	-	-	66.00	-	-	4	-	-	-
Marlborough, clerical, Class 3, . .	1	-	-	3	-	-	1	-	-	-	-	-	25.00	-	-	24.00	-	-	1	-	2	-

SUPERINTENDENT, SECRETARY AND CHIEF CLERK, ETC. — *Continued.*

	NUMBER OF EXAMINATIONS.			NUMBER EXAMINED.			NUMBER PASSED.			NUMBER OF EXAMINED PERSONS APPOINTED FROM THE ELIGIBLE LISTS.			NUMBER OF UNEXAMINED VETERANS APPOINTED.	AVERAGE AGE OF THOSE PASSED.			AVERAGE AGE OF THOSE FAILED.			EDUCATION OF THOSE PASSED.		EDUCATION OF THOSE FAILED.	
	General Competitive.	Special Competitive.	Non-competitive.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.		Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Common School.	College.	Common School.	College.
Marlborough, truant officer, Class 19.	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Marlborough, fire, Class 21, . . .	1	-	-	7	-	-	5	-	-	-	-	-	-	25.40	-	-	23.00	-	-	5	-	2	-
Marlborough, sub-foreman, Class 23.	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Marlborough, janitor, Class 24, . .	1	-	-	10	-	-	9	-	-	-	-	-	-	35.33	-	-	42.00	-	-	9	-	1	-
Medford, clerical, Class 3, . . .	1	-	-	2	-	3	1	-	2	-	-	1	-	17.00	-	18.00	18.00	-	19.00	3	-	2	-
Medford, inspection, Class 11, . .	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-
Medford, prison, Class 17, . . .	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-
Medford, fire, Class 21, . . .	1	-	-	5	-	-	4	-	-	4	-	-	-	25.00	-	-	27.00	-	-	4	-	1	-
Medford, sub-foreman, Class 23, . .	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Medford, janitor, Class 24, . . .	1	-	-	7	-	-	7	-	-	2	-	-	-	36.14	-	-	-	-	-	7	-	-	-
Medford, civil engineering, Class 27,	1	-	-	1	-	-	1	-	-	-	-	-	-	21.00	-	-	-	-	-	-	1	-	-
Melrose, clerical, Class 3, . . .	1	-	-	-	-	3	-	-	2	-	-	1	-	-	-	22.50	-	-	23.00	1	1	1	-

Melrose, fire, Class 21,	2	-	-	3	-	-	1	-	-	1	-	-	31.00	-	-	36.00	-	-	1	-	2	-
Melrose, janitor and engineering, Classes 24 and 26.	3	-	-	7	-	-	6	-	-	2	-	-	37.00	-	-	50.00	-	-	6	-	1	-
Melrose, civil engineering, Class 27,	1	-	-	1	-	-	-	-	-	-	-	-	-	-	-	24.00	-	-	-	-	1	-
New Bedford, secretary, Class 1, .	-	-	1	1	-	-	1	-	-	1	-	-	36.00	-	-	-	-	-	1	-	-	-
New Bedford, clerical, Class 3, .	1	-	-	20	-	14	9	-	9	4	-	5	28.00	-	22.22	27.00	-	20.80	17	1	16	-
New Bedford, weigher, Class 5, .	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	
New Bedford, interpreter, Class 7,	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	
New Bedford, stenographer-type- writer, Class 9.	1	-	-	2	-	7	2	-	1	1	-	-	17.50	-	18.00	-	-	18.17	3	-	6	-
New Bedford, inspection, Class 11,	1	-	-	6	-	-	1	-	-	2	-	-	43.00	-	-	39.60	-	-	1	-	5	-
New Bedford, fire, Class 21, . . .	1	-	-	30	-	-	15	-	-	18	-	-	27.13	-	-	28.40	-	-	15	-	15	-
New Bedford, fire promotion, Class 21.	-	-	4	4	-	-	3	-	-	4	-	-	39.33	-	-	39.00	-	-	3	-	1	-
New Bedford, foreman and inspec- tion, Class 22.	2	-	-	15	1	-	9	-	-	5	-	1	41.33	-	-	38.00	64.00	-	8	1	7	-
New Bedford, janitor and engineer- ing, Classes 24 and 26.	1	-	-	29	-	-	23	-	-	6	1	-	37.65	-	-	43.00	-	-	23	-	6	-
New Bedford, civil engineering, Class 27.	1	-	-	2	-	-	-	-	-	3	-	-	-	-	-	29.00	-	-	-	-	1	1
Newton, clerical, Class 3,	-	-	-	-	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-	
Newton, stenographer-typewriter, Class 9.	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	
Newton, fire, Class 21,	1	-	-	10	-	-	3	-	-	5	-	-	25.67	-	-	27.00	-	-	3	-	7	-
Newton, fire promotion, Class 21, .	-	-	1	1	-	-	1	-	-	1	-	-	55.00	-	-	-	-	-	1	-	-	-
Newton, janitor and engineering, Classes 24 and 26.	1	-	-	4	-	-	4	-	-	4	-	-	33.00	-	-	-	-	-	4	-	-	-
North Adams, superintendent, Class 1.	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	
North Adams, fire, Class 21, . . .	1	-	-	5	-	-	5	-	-	4	-	-	26.00	-	-	-	-	-	5	-	-	-
North Adams, janitor, Class 24, .	1	-	-	4	-	-	3	-	-	-	-	-	36.67	-	-	53.00	-	-	3	-	1	-
Northampton, clerical, Class 3, . .	1	-	-	-	-	1	-	-	1	-	-	-	-	-	25.00	-	-	-	1	-	-	-

SUPERINTENDENT, SECRETARY AND CHIEF CLERK, ETC. — *Continued.*

	NUMBER OF EXAMINATIONS.			NUMBER EXAMINED.			NUMBER PASSED.			NUMBER OF EXAMINED PERSONS APPOINTED FROM THE ELIGIBLE LISTS.			NUMBER OF UNEXAMINED VETERANS APPOINTED.	AVERAGE AGE OF THOSE PASSED.			AVERAGE AGE OF THOSE FAILED.			EDUCATION OF THOSE PASSED.		EDUCATION OF THOSE FAILED.	
	General Competitive.	Special Competitive.	Non-competitive.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.		Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Common School.	College.	Common School.	College.
Northampton, fire, Class 21, . . .	1	-	-	3	-	-	2	-	-	2	-	-	-	25.00	-	-	30.00	-	-	2	-	1	-
Northampton, janitor, class 24, . .	1	-	-	2	-	-	2	-	-	-	-	-	-	23.00	-	-	-	-	-	2	-	-	-
Pittsfield, clerical, Class 3, . . .	1	-	-	1	-	3	1	-	1	-	-	1	-	18.00	-	44.00	-	-	28.50	2	-	2	-
Pittsfield, fire, Class 21, . . .	1	-	-	3	-	-	3	-	-	5	-	-	-	23.67	-	-	-	-	-	3	-	-	-
Pittsfield, fire promotion, Class 21, .	-	-	1	1	-	-	1	-	-	1	-	-	-	36.00	-	-	-	-	-	1	-	-	-
Pittsfield, janitor, Class 24, . . .	1	-	-	4	-	-	2	-	-	-	-	-	-	33.00	-	-	48.00	-	-	2	-	2	-
Quincy, clerical, Class 3, . . .	1	-	-	-	-	3	-	-	2	-	-	-	-	-	-	27.50	-	-	22.00	2	-	1	-
Quincy, fire, Class 21, . . .	1	-	-	8	-	-	5	-	-	1	-	-	-	31.00	-	-	23.67	-	-	5	-	3	-
Quincy, janitor, Class 24, . . .	2	-	-	16	-	-	9	-	-	4	-	-	-	40.33	-	-	44.57	-	-	9	-	7	-
Quincy, civil engineering, Class 27, .	1	-	-	1	-	-	1	-	-	-	-	-	-	19.00	-	-	-	-	-	-	1	-	-
Revere, fire, Class 21, . . .	1	-	-	7	-	-	4	-	-	3	-	-	-	24.25	-	-	28.67	-	-	4	-	3	-
Salem, clerical, Class 3, . . .	1	-	-	-	-	6	-	-	2	-	-	-	-	-	-	36.50	-	-	26.50	2	-	4	-

Salem, fire, Class 21, . . .	1	-	-	4	-	-	3	-	-	-	-	34.33	-	-	37.00	-	-	3	-	1	-
Salem, janitor, Class 24, . .	1	-	-	8	-	-	6	-	-	4	-	29.17	-	-	47.00	-	-	6	-	2	-
Saugus, janitor, Class 24, . .	1	-	-	3	-	-	2	-	-	-	-	59.00	-	-	50.00	-	-	2	-	1	-
Somerville, clerical, Class 3, .	1	-	-	5	-	15	3	-	10	-	-	32.00	-	21.40	46.00	-	25.40	12	1	7	-
Somerville, truant officer, Class 19,	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-
Somerville, fire, Class 21, . .	1	-	-	26	-	-	16	-	-	11	-	27.06	-	-	29.70	-	-	16	-	10	-
Somerville, fire promotion, Class 21,	-	-	1	1	-	-	1	-	-	-	-	43.00	-	-	-	-	-	1	-	-	-
Somerville, janitor, Class 24, .	1	-	-	2	-	-	1	-	-	1	-	42.00	-	-	48.00	-	-	1	-	1	-
Springfield, clerical, Class 3, .	1	-	-	6	-	20	5	-	9	3	-	27.00	-	21.33	22.00	-	24.91	14	-	12	-
Springfield, timekeeper, Class 5, .	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-
Springfield, inspection, Class 11, .	1	-	-	7	-	-	2	-	-	1	-	38.00	-	-	43.80	-	-	2	-	5	-
Springfield, truant officer, Class 19,	1	-	-	10	-	-	7	-	-	1	-	37.71	-	-	40.33	-	-	7	-	3	-
Springfield, fire, Class 21, . .	1	-	-	17	-	-	11	-	-	10	-	26.00	-	-	28.00	-	-	11	-	6	-
Springfield, fire promotion, Class 21,	-	-	2	2	-	-	1	-	-	2	-	42.00	-	-	50.00	-	-	1	-	1	-
Springfield, foreman and inspection, Class 22,	2	-	-	13	-	-	9	-	-	4	-	38.00	-	-	40.50	-	-	8	1	4	-
Springfield, janitor and engineering, Classes 24 and 26,	2	-	-	16	1	-	10	1	-	4	1	45.90	70.00	-	44.83	-	-	11	-	6	-
Springfield, civil engineering, Class 27,	1	-	-	6	-	-	2	-	-	1	-	20.50	-	-	31.00	-	-	2	-	3	1
Swampscott, plumbing inspection, Class 11,	1	-	-	1	-	-	-	-	-	-	-	-	-	-	26.00	-	-	-	-	1	-
Taunton, truant officer, Class 19, .	1	-	-	15	-	-	6	-	-	-	-	50.67	-	-	42.44	-	-	6	-	9	-
Taunton, fire, Class 21, . . .	1	-	-	7	-	-	4	-	-	5	-	25.75	-	-	28.00	-	-	4	-	3	-
Taunton, fire promotion, Class 21,	-	-	1	1	-	-	1	-	-	2	-	39.00	-	-	-	-	-	1	-	-	-

¹ Appointed from foreman and Inspection List.

SUPERINTENDENT, SECRETARY AND CHIEF CLERK, ETC. — *Concluded.*

	NUMBER OF EXAMINATIONS.			NUMBER EXAMINED.			NUMBER PASSED.			NUMBER OF EXAMINED PERSONS APPOINTED FROM THE ELIGIBLE LISTS.			NUMBER OF UNEXAMINED VETERANS APPOINTED.	AVERAGE AGE OF THOSE PASSED.			AVERAGE AGE OF THOSE FAILED.			EDUCATION OF THOSE PASSED.		EDUCATION OF THOSE FAILED.	
	General Competitive.	Special Competitive.	Non-competitive.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.		Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Common School.	College.	Common School.	College.
Taunton, janitor, Class 24, . . .	1	-	-	2	-	-	2	-	-	-	-	-	-	48.00	-	-	-	-	-	2	-	-	-
Taunton, civil engineering, Class 27.	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Waltham, fire, Class 21, . . .	1	-	-	8	-	-	7	-	-	6	-	-	-	26.71	-	-	28.00	-	-	7	-	1	-
Waltham, foreman and inspection, Class 22.	1	-	-	3	-	-	2	-	-	1	-	-	-	46.50	-	-	22.00	-	-	2	-	1	-
Woburn, almoner, Class 7, . . .	1	-	-	7	1	-	2	1	-	-	1	-	-	29.50	68.00	-	36.60	-	-	3	-	5	-
Woburn, fire, Class 21,	1	-	-	12	-	-	9	-	-	5	-	-	-	28.56	-	-	31.67	-	-	9	-	3	-
Worcester, clerical, Class 3, . . .	1	-	-	24	-	57	3	-	32	2	-	19	-	29.33	-	25.00	25.38	-	21.40	35	-	42	4
Worcester, clerical promotion, Class 3-B.	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Worcester, inspection, Class 11, .	1	-	-	21	1	-	12	-	-	2	-	-	-	39.91	-	-	43.56	69.00	-	12	-	10	-
Worcester, prison, Class 17, . . .	1	-	-	45	-	-	34	-	-	4	-	-	-	28.94	-	-	29.55	-	-	34	-	11	-
Worcester, fire, Class 21,	1	-	-	20	-	-	11	-	-	9	-	-	-	25.36	-	-	24.89	-	-	11	-	9	-
Worcester, fire promotion, Class 21,	-	-	7	7	-	-	7	-	-	7	-	-	-	41.14	-	-	-	-	-	7	-	-	-

Worcester, foreman and inspection, Class 22.	1	-	-	6	-	-	4	-	-	3	-	-	-	44.50	-	-	37.50	-	-	4	-	2	-
Worcester, janitor and engineering, Classes 24 and 26.	1	-	-	10	1	-	8	-	-	5	-	-	-	43.88	-	-	49.50	66.00	-	8	-	3	-
Worcester, civil engineering, Class 27.	1	-	-	5	-	-	2	-	-	-	-	-	-	23.00	-	-	28.00	-	-	-	2	2	1
	149	-	45	1,382	7	330	798	3	166	400	4	78	8	33.42	69.00	24.90	35.00	66.25	23.54	947	20	742	10
	193			1,719			967			482			8	42.44			41.60			967		752	

SUMMARY.

Boston superintendent, Class 1, .	1	-	1	32	-	-	13	-	-	6	-	-	35.61	-	-	37.26	-	-	3	10	11	8
Other cities, superintendent, Class 1.	2	-	1	13	-	-	6	-	-	1	-	-	36.00	-	-	52.84	-	-	6	-	7	-
State secretary, Class 2, . . .	-	-	1	1	-	-	1	-	-	1	-	-	44.00	-	-	-	-	-	-	1	-	-
Boston secretary, Class 2, . . .	1	-	-	7	-	-	6	-	-	1	-	-	34.67	-	-	24.00	-	-	-	6	-	1
Other cities, chief clerk and secretary, Class 2.	1	-	1	23	-	-	11	-	-	3	-	-	33.90	-	-	34.60	-	-	9	2	12	-
State clerical, Class 3,	1	-	1	368	1	382	42	-	95	15	-	82	25.45	-	24.68	23.63	63.00	24.45	127	10	597	17
State clerical promotion, Class 3-B,	-	-	2	2	-	-	-	-	-	-	-	-	-	-	-	24.00	-	-	-	-	2	-
Boston clerical, Class 3,	1	-	2	98	-	49	15	-	10	14	-	15	29.13	-	28.90	25.10	-	23.38	23	2	116	6
Boston clerical promotion, Class 3-B.	-	-	4	3	-	1	2	-	1	3	-	1	24.00	-	30.00	30.00	-	-	3	-	1	-
Other cities, clerical, Class 3, . .	27	-	2	188	-	309	65	-	158	20	-	75	25.00	-	24.35	26.93	-	22.15	215	8	269	5
Other cities, clerical promotion, Class 3-B.	-	-	4	4	-	-	-	-	-	1	-	1	-	-	-	29.50	-	-	-	-	4	-
State accountant, Class 4, . . .	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-
Other cities, timekeeper, Class 5, .	-	-	-	-	-	-	-	-	-	11	-	-	-	-	-	-	-	-	-	-	-	-

¹ Appointed from foreman and inspection list.

SUMMARY — *Continued.*

	NUMBER OF EXAMINATIONS.			NUMBER EXAMINED.			NUMBER PASSED.			NUMBER OF EXAMINED PERSONS APPOINTED FROM THE ELIGIBLE LISTS.			Number of Unexamined Veterans appointed.	AVERAGE AGE OF THOSE PASSED.			AVERAGE AGE OF THOSE FAILED.			EDUCATION OF THOSE PASSED.		EDUCATION OF THOSE FAILED.	
	General Competitive.	Special Competitive.	Non-competitive.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.		Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Common School.	College.	Common School.	College.
Other cities, weigher, class 5,	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-
Boston sealer of weights and measures, Class 6.	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Other cities, sealer of weights and measures, Class 6.	3	-	-	26	1	-	10	-	-	2	-	-	-	33.37	-	-	35.93	66.00	-	9	1	17	-
State visitor, Class 7,	-	-	1	-	-	1	-	-	1	4	-	8	-	-	-	-	-	-	-	1	-	-	-
Boston visitor, Class 7,	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-
Other cities, almoner, Class 7,	1	-	-	7	1	-	2	1	-	-	1	-	-	29.50	68.00	-	36.60	-	-	3	-	5	-
Other cities, interpreter, Class 7,	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
State special agent, Class 8,	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-
State stenographer-typewriter, Class 9.	1	-	-	31	-	154	14	-	53	3	-	30	-	26.29	-	25.91	20.76	-	22.35	63	4	116	2
Boston stenographer-typewriter, Class 9.	1	-	-	1	-	31	-	-	11	3	-	10	-	-	-	21.55	21.00	-	26.75	11	-	21	-
Other cities, stenographer-typewriter, Class 9.	2	-	-	2	-	19	2	-	7	1	-	2	-	17.50	-	19.42	-	-	19.67	9	-	12	-
State inspection, Class 11,	1	-	-	37	-	-	30	-	-	9	-	-	-	37.67	-	-	43.00	-	-	28	2	7	-
Boston inspection, Class 11,	7	-	2	122	3	-	61	-	-	30	-	-	-	35.16	-	-	37.98	63.00	-	55	6	62	2

Other cities, inspection, Class 11, .	9	-	1	83	1	-	36	-	-	15	-	-	1	35.27	-	-	36.47	69.00	-	35	1	48	-
Boston gymnasium instruction, Class 12.	1	-	-	13	-	-	10	-	-	2	-	-	-	29.20	-	-	24.33	-	-	9	1	3	-
District police, Class 13, . . .	2	-	-	127	-	-	60	-	-	9	-	-	-	35.00	-	-	37.06	-	-	57	3	67	-
Boston police, Class 14, . . .	1	-	-	113	-	-	75	-	-	57	-	-	-	27.55	-	-	28.16	-	-	75	-	38	-
Boston police promotion, Class 14,	-	-	27	27	-	-	26	-	-	24	-	-	-	42.62	-	-	47.00	-	-	26	-	1	-
Other cities, police, Class 15, . .	47	1	-	547	-	-	329	-	-	156	-	-	-	29.49	-	-	30.74	-	-	329	-	218	-
Other cities, police promotion, Class 15.	-	-	20	19	1	-	18	1	-	34	1	-	-	45.02	65.00	-	51.00	-	-	19	-	1	-
Metropolitan park police, Class 16,	1	-	-	160	-	-	81	-	-	10	-	-	-	28.23	-	-	28.27	-	-	81	-	79	-
Metropolitan park police promotion, Class 16.	-	-	6	5	1	-	5	1	-	6	1	-	-	39.40	37.00	-	-	-	-	6	-	-	-
State prison, Class 17,	1	-	-	115	-	-	89	-	-	22	-	-	-	31.83	-	-	33.61	-	-	89	-	26	-
Boston prison, Class 17,	1	-	-	9	-	-	3	-	-	1	-	-	-	43.00	-	-	45.33	-	-	3	-	6	-
Other cities, prison, Class 17, . .	3	-	-	106	-	-	72	-	-	6	-	-	1	31.72	-	-	33.73	-	-	72	-	34	-
Boston truant officer, Class 19, .	-	-	-	-	-	-	-	-	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-
Other cities, truant officer, Class 19,	7	-	-	87	-	-	44	-	-	8	-	-	-	42.39	-	-	43.82	-	-	44	-	42	1
Boston fire, Class 20,	3	-	-	203	-	-	124	-	-	47	-	-	-	24.48	-	-	25.24	-	-	124	-	79	-
Boston fire promotion, Class 20, .	-	-	6	6	-	-	6	-	-	8	-	-	-	40.67	-	-	-	-	-	6	-	-	-
Other cities fire, Class 21,	36	-	1	424	-	-	253	-	-	175	-	-	-	27.05	-	-	28.72	-	-	253	-	171	-
Other cities, fire promotion, Class 21.	-	-	35	35	-	-	29	-	-	49	-	-	1	39.53	-	-	41.40	-	-	29	-	6	-
State foreman and inspection, Class 22.	1	-	-	32	-	-	18	-	-	1	-	-	-	34.50	-	-	32.71	-	-	14	4	13	1
Boston foreman and inspection, Class 22.	1	-	-	123	1	-	45	-	-	20	-	-	-	38.27	-	-	38.58	67.00	-	44	1	78	1
Boston foreman and inspection promotion, Class 22.	-	-	1	1	-	-	1	-	-	2	-	-	-	37.00	-	-	-	-	-	1	-	-	-
Other cities, foreman and inspection, Class 22.	14	-	-	76	1	-	48	-	-	24	-	-	1	42.54	-	-	38.78	64.00	-	46	2	29	-
Other cities, sub-foreman, Class 23,	-	-	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-

: Medal of honor.

Boston civil engineering, Class 27,	1	-	-	26	-	-	15	-	-	16	-	-	-	27.33	-	-	28.00	-	-	8	7	7	4
Boston Civil engineering promotion, Class 27.	-	-	3	3	-	-	3	-	-	11	-	-	-	40.67	-	-	-	-	-	2	1	-	-
Other cities, civil engineering, Class 27.	12	-	-	31	-	-	12	-	-	9	-	-	-	21.08	-	-	24.89	-	-	6	6	15	4
	227	1	123	3,959	16	950	2,112	4	337	977	6	225	10	33.83	60.00	28.23	34.13	66.00	29.90	2,284	169	2,407	65
	351			4,925			2,453			1,208			10	40.69			43.34			2,453		2,472	

Respectfully submitted,

WARREN P. DUDLEY,
Secretary.
 HENRY SHERWIN,
Chief Examiner.

LABOR SERVICE.

REPORT OF THE REGISTRAR OF LABOR.

To the Civil Service Commission.

GENTLEMEN:—I have the honor to hand you herewith my annual report as Registrar of Labor.

NUMBER REGISTERED, CERTIFIED AND APPOINTED.

Boston.

During the year ending Sept. 30, 1911, the whole number of applications and renewals received in the city of Boston was 2,202, of which 1,528 were those of persons restored from previous years and 674 were new applicants. Fifteen men registered with credit as veterans.

One hundred and fifty-four requisitions, calling for 489 men, were received from the several departments, upon which 946 persons were certified, including 36 veterans; from these certifications were employed 423 men, including 5 veterans.

During the year 361 men have been reported as discharged, 68 suspended and 49 retired on half pay.

The names of 19 applicants have been removed from the register because of conviction within a year, or long criminal record.

The following table shows the number of applicants on the register at the end of the year, and the number appointed during the year from the different lists:—

CLASS 1. — LABORERS.		Number registered.	Number appointed.
<i>List No.</i>	1. — Common laborers (including boys),	896	218

CLASS 2. — SKILLED LABORERS.			
<i>List No.</i>	1. — Bracers, derrickmen and riggers,	22	—
<i>List No.</i>	2. — Building laborers,	13	—
<i>List No.</i>	3. — Chauffeurs,	48	3

	Number registered.	Number appointed.
List No. 4.—Chief's drivers,	8	—
List No. 5.—Cooks,	10	—
List No. 6.—Life guards and helpers,	74	29
List No. 7.—Drivers and stablemen,	272	77
List No. 8.—Elevator men,	2	2
List No. 9.—Gardening laborers,	38	21
List No. 10.—Helpers,	62	1
List No. 11.—Lamplighters,	118	—
List No. 12.—Ledgemen and drillmen,	17	—
List No. 13.—Mariners,	63	4
List No. 14.—Moth destroyers,	23	14
List No. 15.—Paving laborers,	26	—
List No. 16.—All other skilled laborers,	6	—

CLASS 3.—MECHANICS AND CRAFTSMEN.

List No. 1.—Blacksmiths,	44	1
List No. 2.—Carpenters and woodworkers,	64	7
List No. 3.—Electrical laborers,	15	—
List No. 4.—Engineers,	108	10
List No. 5.—Firemen,	166	19
List No. 6.—Machinists,	77	7
List No. 7.—Masons,	22	2
List No. 8.—Metal workers,	95	4
List No. 9.—Oilers,	69	1
List No. 10.—Painters,	55	1
List No. 11.—Stone and marble workers,	19	—
List No. 12.—Special list,	23	2
Totals,	2,455	423

*Physical Examination.*¹

Total number of men notified for examination (including those given second and third notices),	1,764
Number failed to appear for examination,	482
Number examined,	1,282
Total number of men passed,	1,202
Number who failed to pass examination,	80

Causes of Failure.

Hernia,	25
Defective vision,	23
Inability to shoulder and carry sack,	20
Heart trouble,	10

¹ In effect after the first Monday of November, 1910.

Defective hearing,	5
Loss of eye,	5
Varicose veins,	5
Alcoholism,	4
Poor physical condition,	4
Loss of arm or hand,	3
Disease of lungs,	3
Injury to hand,	1
Injury to foot,	1
Loss of foot,	1
Obesity,	1

24 men were rejected for more than one cause.

Examination for Life Guard and Helper.

On June 19 and 22, 1911, 73 applicants for employment as life guard and helper in the bath department of the city of Boston were notified to appear for examination at the L Street bathhouse. The examination was conducted by Dr. Andrew F. Downing, the Physical Inspector of the Commission.

Fifty-seven of these applicants appeared for examination, and 52 passed and their names were placed upon the register for employment; 5 failed to pass and 16 did not appear.

Registration of Skilled Laborers and Mechanics and Craftsmen.

Under the new regulations adopted Jan. 1, 1911, requiring that certificates be sent to employers to ascertain the qualifications of applicants for appointment as skilled laborers and mechanics and craftsmen, certificates for 186 applicants have been sent out.

Of these 186 applicants, 73 were refused registration because satisfactory certificates could not be obtained.

Worcester.

The whole number of applications received in Worcester during the year was 1,694, of which 14 were those of veterans. Of this number, 461 were restored from previous years. One hundred and eighteen requisitions, calling for 1,302 men,

were received from the several departments, upon which 2,404 persons were certified, 13 being veterans. From these certifications there were employed 1,203 men, including 9 veterans.

Sixteen hundred and ninety-one men were discharged during the year.

Thirty-nine men have been refused registration because of their criminal record.

Cambridge.

In Cambridge the whole number of applications received was 496, including those of 323 persons restored from previous years. Three men registered with credit as veterans.

Twenty-six requisitions, calling for 163 men, were received from the several departments, in response to which 321 persons were certified, including 3 veterans. The number of appointments during the year was 170, including 1 veteran. There were 42 men transferred during the year.

Ninety-eight men have been discharged during the year.

On June 22, 1911, 2 applicants for employment as life guard were notified to appear for examination in swimming and rowing. One of these passed the examination, and the other one did not appear for examination.

Thirty-six men have been refused registration because of conviction or criminal record, or false statements made in application.

Newton.

The whole number of applications received in Newton was 80, including those of 24 persons restored from previous years.

Eleven requisitions, calling for 109 men, were received from the departments, upon which 164 persons were certified, including 1 veteran. From these certifications, 83 men were employed, including 1 veteran.

Eighty-seven men have been discharged during the year.

Everett.

In Everett 150 persons were registered, including 2 veterans. Of this number, 68 names were restored from previous years.

Seventeen requisitions were received, calling for 143 men, in response to which 195 persons were certified, including 2 veterans. From these, 109 men, including 1 veteran, were selected for employment.

The names of 10 men have been removed from the list because of conviction.

Eighty-five men have been discharged during the year.

Respectfully submitted,

JOHN C. GILBERT,

Registrar of Labor.

REPORT OF PHYSICAL INSPECTOR.

To the Civil Service Commission.

GENTLEMEN:—I respectfully submit to you the report of my work from Oct. 1, 1910, to Sept. 30, 1911, inclusive.

	1910-11
Total number of men examined,	2,969
Total number of men examined (official service),	1,687
Number of police applicants (including metropolitan park police),	713
Number of fire applicants,	423
Number of boatmen and swimmers,	58
Number of district police (factory inspectors),	13
Number of district police (detectives),	51
Number of patrol drivers,	88
Number of truant officers,	61
Number of marine pilots and engineers,	11
Number of milk inspectors,	4
Number of health inspectors,	7
Number of prison applicants,	82
Number of dumping inspectors,	34
Number of gymnasium instructors,	13
Number of dairy farm inspectors,	13
Number of meat inspectors,	20
Number of building inspectors,	12
Number of applicants for superintendent of Parental School and Suffolk School,	12
Number of janitors and engineers,	72
Number of men examined medically,	1,360
Number of men examined in strength,	1,147
Number of men examined in rowing and swimming,	55
Total number of men rejected,	253
Number of police applicants rejected,	132
Number of fire applicants rejected,	61
Number of patrol drivers rejected,	13
Number of truant officers rejected,	3
Number of marine pilots and engineers rejected,	2
Number of milk inspectors rejected,	2

Total number of men rejected — *Con.*

Number of factory inspectors rejected,	1
Number of State detectives rejected,	1
Number of prison applicants rejected,	20
Number of dumping inspectors rejected,	2
Number of dairy farm inspectors rejected,	5
Number of building inspectors rejected,	1
Number of janitors and engineers rejected,	5
Number of boatmen and swimmers rejected,	5
Number of men passed later on re-examination,	11
Previously rejected for albuminuria,	1
Previously rejected for teeth,	2
Previously rejected for vision,	1
Previously rejected for height,	3
Previously rejected for weight,	4
Actual number of men finally rejected,	242
Rejected for more than one reason,	36
Causes for rejection:—	
Atrophic rhinitis,	3
Under weight,	32
Under height,	50
Failed in strength,	84
Lateral curvature,	1
Varicose veins,	8
Varicocele,	1
Defective vision,	20
Defective hearing,	4
Flat foot,	9
Hernia,	7
Heart,	3
Lungs,	9
Loss of leg,	1
Too light for height,	5
Obesity,	14
Missing fingers,	2
Tuberculosis of hip,	1
Anchylosis, ankle joint,	1
Teeth,	4
Alcoholism,	3
Albuminuria,	6
Chronic gonorrhœa,	1
Color blindness,	9
Beginning locomotor ataxia,	1
Failed to complete examination,	2
Failed in swimming test,	2

	1910-11
Total number of labor applicants examined,	1,282
Total number of men notified,	1,764
Total number failed to appear,	482
Total number rejected,	80
Causes of rejection:—	
Hernia,	25
Markedly defective vision,	23
Failed to pass test of carrying sack,	20
Heart,	10
Markedly defective hearing,	5
Loss of eye,	5
Varicose veins,	5
Alcoholism,	4
Poor physical condition,	4
Loss of arm or hand,	3
Disease of lungs,	3
Injury to hand,	1
Injury to foot,	1
Loss of foot,	1
Obesity,	1

Respectfully submitted,

ANDREW F. DOWNING, M.D.,

Physical Inspector.

The Commonwealth of Massachusetts.

[REVISED LAWS, CHAPTER 19, AS AMENDED.]

OF THE CIVIL SERVICE.

CIVIL SERVICE COMMISSION AND OFFICERS.

Civil service
commission.
1884, 320, § 1.
138 Mass. 603.
As amended
by 1906, 159;
1907, 344;
1910, 608.

SECTION 1. The governor shall annually, in May or June, with the advice and consent of the council, appoint a civil service commissioner for a term of three years from the first Monday of July following. All appointments shall be so made that not more than two commissioners shall at the time of any appointment be members of the same political party. The chairman of the commission shall at all times be such one of the three commissioners as the governor shall designate. The chairman of the commission shall receive an annual salary of twenty-five hundred dollars and each of the other commissioners an annual salary of two thousand dollars, together with the travelling expenses incurred in the performance of their official duties. The commissioners shall devote so much of their time to the work of the commission and shall establish and maintain such office hours as shall be approved by the governor and council.

Chief
examiner,
secretary, etc.
1884, 320,
§ 20.
1888, 41.
1889, 177,
351.
1895, 376.
[1 Op. A. G.
382.]
As amended
by 1907, 454.

SECTION 2. The commissioners may appoint a chief examiner, who, under their direction, shall superintend any examination held under the provisions of this chapter and perform such other duties as they may prescribe. He shall receive an annual salary of three thousand dollars, and travelling expenses incurred in the performance of his official duties. They may appoint a secretary who shall receive an annual salary of three thousand dollars. They may appoint a registrar of labor, who shall, under their direction, supervise the administration of civil service rules applicable to the public labor service of the commonwealth or of any city thereof. He shall receive an annual salary of two thousand dollars, and his travelling expenses. They may incur other expenses not exceeding the annual appropriation therefor.

SECTION 3. The commissioners or any of them, in an investigation by them, may summon witnesses, administer oaths and take testimony. The fees of such witnesses shall be the same as for witnesses before the superior court, and shall be paid from the appropriation for the incidental expenses of the commissioners.

Witnesses
and
testimony.
1891, 140.

See also
R. L. 175,
§ 10.

SECTION 4. They may designate persons in the official service of the commonwealth or of any city or of any town wherein this chapter is in force, who shall, with the consent of the head of department or office in which any such person serves, act as examiners of applicants for public employment. But no person shall serve as such examiner when any relative or connection by marriage, within the degree of first cousin, shall be an applicant.

Examiners.
1884, 320,
§ 20.

SECTION 5. They shall keep records of their proceedings and of examinations made by them or under their authority. Recommendations of applicants received by them or by any officer authorized to make appointments or to employ laborers or others, within the scope of such rules, and the examination papers of such applicants, shall be preserved for at least six years, after which time any or all application and examination papers of applicants, with accompanying recommendations, may, at the discretion of said commissioners, be destroyed. Such records and recommendations shall, under regulations approved by the governor and council, be open to public inspection. The commissioners shall from time to time suggest to the general court appropriate legislation for the administration and improvement of the civil service and shall annually before the tenth day of January make a report which shall contain any rules adopted under the provisions of this chapter.

Records and
annual report.
1884, 320,
§§ 2, 23.
Civil service
commis-
sioners to
preserve
records, etc.
1902, 308.

SECTION 6. The commissioners shall from time to time prepare rules regulating the selection of persons to fill appointive positions in the government of the commonwealth and of the several cities thereof and the selection of persons to be employed as laborers or otherwise in the service of the commonwealth and said several cities, and altering, rescinding, amending or adding to the rules now established. Such rules may be of general or limited application and shall take effect only when approved by the governor and council.

Rules.
1884, 320, § 2.
138 Mass. 601.
143 Mass. 589.
145 Mass. 587,
589.

Application
of rules.
1884, 320,
§ 14.
1895, 501, § 1.
1896, 517, § 8.
138 Mass. 603.
145 Mass. 590.
178 Mass. 186.

SECTION 7. The rules heretofore prepared by the commissioners and now in force shall continue in force, and such rules, and those hereafter prepared by them and approved by the governor and council, shall be administered by the commissioners. They shall not be inconsistent with law, may be of general or limited application and shall include provisions for:—

The classification of the positions and employments to be filled.

Open competitive and other examinations to test the practical fitness of applicants.

The filling of vacancies in and the selection of persons for public positions and employments in accordance with the results of such examinations, or in the order of application, or otherwise.

Promotions, if practicable, on the basis of ascertained merit in the examination and seniority of service.

A period of probation before an appointment or employment is made permanent.

Preference to veterans in appointment and promotion.

Printing and
distribution
of rules.
1884, 320,
§ 19.
1888, 253.

SECTION 8. Changes in the rules shall forthwith, when approved, be printed for distribution, and a certified copy thereof sent to the mayor of each city and the selectmen of each town to which such changes relate, and shall be published in one or more newspapers. In such publication the date when such changes shall take effect shall be specified, which date shall be not less than sixty days subsequent to the date of such publication.

Officers not
affected.
1884, 320,
§ 15.
1893, 95.
1896, 502.
[1 Op. A. G.
72, 194.]
178 Mass. 186.

SECTION 9. Judicial officers and officers elected by the people or by a city council, or whose appointment is subject to confirmation by the executive council or city council of any city, officers elected by either branch of the general court and the appointees of such officers, heads of principal departments of the commonwealth or of a city, the employees of the treasurer and receiver general, of the board of commissioners of savings banks, and of the treasurer and collector of taxes of any city, two employees of the city clerk of any city, teachers of the public schools, the secretaries and confidential stenographers of the governor, or of the mayor of any city, police and fire commissioners and chief marshals, or

chiefs of police and fire departments, shall not be affected as to their selection or appointment by any rules made as aforesaid; but, with the above exception, such rules shall apply to members of police and fire departments.

SPECIAL PROVISIONS APPLICABLE TO BOSTON.

SECTION 10. Engineers, janitors and all persons having charge of steam boilers and furnaces in the school buildings in the city of Boston, and truant officers appointed by the school committee of said city, shall be classified and appointed pursuant to this chapter and the rules thereunder.

Classification of janitors, etc., in charge of steam boilers in school buildings in Boston. 1889, 352. 1893, 253.

SECTION 11. Persons five feet five inches in height or over, if otherwise qualified, shall be eligible to appointment in the fire department of the city of Boston. Call members in said department who have served three or more successive years shall, upon application to the civil service commissioners, be placed upon the eligible list for appointment as permanent men without further examination, and may at the discretion of the fire commissioner be appointed at the same salary as permanent men who have served three or more years in said service.

Qualifications of firemen in Boston. Placing on list for permanent appointment. 1896, 256, 424. See c. 194, Acts of 1904.

APPLICATIONS.

SECTION 12. Every application shall state under oath the full name, residence and post office address, citizenship, age, place of birth, health and physical capacity, right of preference as a veteran, previous employment in the public service, business or employment and residence for the previous five years, and education of the applicant, and such other information as may reasonably be required relative to his fitness for the public service: *provided, however*, that no question shall be asked in such application or in any examination requiring a statement as to any offence committed before the applicant reached the age of sixteen years, except in the case of applicants for police and prison service.

Statements of applicants for examination. § 17. 1884, 320, 1889, 183. 145 Mass. 587, 589. As amended by 1911, 119.

Applicants for positions in the labor service of the commonwealth or of the cities thereof shall, to the number of five hundred, be allowed to register on the first Monday of February, May, August and November in each year, at the places appointed therefor.

Application for registry in labor service. 1897, 328.

EXAMINATIONS AND LISTS.

Scope of examination.
1884, 320, § 16.
As amended by 1911, 63.

SECTION 13. No question in any examination shall relate to, and no appointment to a position or selection for employment shall be affected by, political or religious opinions or affiliations. Examinations shall be practical and shall relate to matters which will fairly test the capacity and fitness of the applicants; and all answers of applicants to questions in examinations relating to training and experience, outside of the labor service, shall be under oath, if the commission shall so require.

Obstruction of right of examination forbidden.
1884, 320, § 18.

SECTION 14. No person in the public service shall wilfully and corruptly defeat, deceive or obstruct any person as to his right of examination; or wilfully or corruptly make a false mark, grade, estimate or report upon the examination or proper standing of any person examined hereunder, or aid in so doing; or wilfully or corruptly make any false representation concerning the same or concerning the person examined; or wilfully or corruptly furnish to a person special or secret information, for the purpose of improving or injuring the prospects or chances of appointment, employment or promotion of any person so examined or to be examined.

Lists of names of successful applicants.
1895, 501, § 4.
1896, 517, § 4.

SECTION 15. The commissioners, within five days after the results of an examination have been ascertained, shall prepare a list of the applicants who have passed the examination, with the standing of each; and, within five days after certification of persons for appointment or employment, prepare a list of the persons so certified which shall be open to public inspection.

APPOINTMENTS.

Vendor or user of liquor ineligible.
1884, 320, § 3.

SECTION 16. No person habitually using intoxicating liquors to excess and no vendor of intoxicating liquors shall be appointed to or retained in any office, appointment or employment to which the provisions of this chapter apply.

Convicts ineligible for one year.
1884, 320, § 4.
1888, 334.
[1 Op. A. G. 243.]

SECTION 17. No person shall be appointed to or employed in any office to which the provisions of this chapter apply within one year after his conviction of any crime against the laws of this commonwealth.

SECTION 18. No recommendation of an applicant for a position or employment under the provisions of this chapter given by any member of the general court, alderman or councilman, except as to the character or residence of the applicant, shall be received or considered by any person concerned in making the appointment under this chapter.

Recommendations of public officers restricted. 1884, 320, § 5.

SECTION 19. The name and residence of every person, except laborers, appointed to, promoted or employed in a position coming within the rules governing the civil service, the designation of such position and the rejection or discharge of every such person, shall forthwith be reported to the commissioners by the officer making such appointment, promotion, rejection or discharge, or providing such employment.

Name, etc., of appointees to be reported to commissioners. 1884, 320, § 22.

VETERANS' PREFERENCE.

SECTION 20. The word "veteran" in this chapter shall mean a person who has served in the army or navy of the United States in the war of the rebellion and was honorably discharged therefrom, or a citizen of this commonwealth who distinguished himself by gallant and heroic conduct while serving in the army or navy of the United States and has received a medal of honor from the president of the United States.

Definition of "veteran." 1896, 517, §§ 1, 6.

SECTION 21. A veteran may apply for examination under the rules, and if he passes the examination, shall be preferred in appointment and employment to all persons not veterans. The commissioners shall cause the names of the veterans who pass the examination to be placed upon the eligible list in the order of their respective standing, above the names of all other applicants, and to be certified to the appointing officers for appointment and employment in preference to other applicants, and the appointment or employment shall be made from the list so certified, but this section shall not apply to the detective department of the district police. Nothing herein shall prevent the certification and employment of women.

Application of veterans for examination. 1887, 437. 1889, 473. 1895, 501, §§ 1-3, 6. 1896, 517, § 2. 145 Mass. 587. 166 Mass. 14, 589. [1 Op. A. G. 243, 340.] As amended by 1902, 413.

SECTION 22. A veteran may apply for appointment to or for employment in the classified public service without examination. In such application, he shall state under oath the

Application for employment. 1896, 517, § 3. 166 Mass. 589.

facts required by the rules. Age, loss of limb or other disability which does not in fact incapacitate shall not disqualify him for appointment or employment under the provisions of this section. Appointing officers may make requisition for the names of any or all such veterans and appoint or employ any of them.

Veterans,
removal and
suspension.
1894, 519.
1896, 517, § 5.
1901, 339.
As amended
by 1910, 500.
175 Mass. 489.
179 Mass. 409.

SECTION 23. No veteran who holds an office or employment in the public service of the commonwealth or of any city or town therein, shall be removed or suspended, or shall, without his consent, be transferred from such office or employment, nor shall his office be abolished, nor shall he be lowered in rank or compensation, except after a full hearing of which he shall have at least seventy-two hours' written notice, with a statement of the reasons for the contemplated removal, suspension, transfer, lowering in rank or compensation, or abolition. The hearing shall be before the state board of conciliation and arbitration, if the veteran is a state employee, and before the selectmen of the town of which he is an employee, if the veteran is a town employee. If the veteran is a city employee the hearing shall be held before the board of aldermen of the city of which the veteran is an employee. In case the city of which the veteran is an employee has not a board of aldermen, the hearing shall be held before the city council of such city. At any hearing where the veteran is a party in interest, he shall have the right to be present and to be represented by counsel. The said removal, suspension or transfer, lowering in rank or compensation, or abolition of an office, shall be made only upon a written order stating fully and specifically the cause or causes therefor, and signed by the state board of conciliation and arbitration, or selectmen, or said members of the city government, as the case may be, after a hearing as aforesaid.

Rules for
veterans.
1896, 517, § 6.
166 Mass. 589.
170 Mass. 58.

SECTION 24. The rules shall provide for the employment of veterans in the labor service of the commonwealth and of the cities and towns thereof, in the class for which they make application, in preference to all other persons except women. If the appointing officer certifies in his requisition for laborers that the work to be performed requires young and vigorous men, and, upon investigation, the commissioners are

satisfied that such certificate is true, they may fix a limit of age and certify only those whose age falls within such limit. In cities and towns in which the provisions of this chapter and the rules governing the civil service have not been applied to the labor service, the selectmen and the city councils shall take any necessary action to secure the employment of veterans in the labor service of their respective cities and towns in preference to all other persons except women.

SECTION 25. Any person in the classified public service of the commonwealth or of any city or town thereof who resigns such office or leaves such service for the purpose of enlisting and serving in the army or navy of the United States or in the militia of this commonwealth in time of war and so enlists and serves, may at any time within one year after his honorable discharge from such military or naval service be appointed to or employed in his former or a similar position or employment, without application or examination.

Reinstatement of certain persons.
1898, 454.

CORRUPT PRACTICES.

SECTION 26. No councillor, member of the general court, alderman or councilman, or any officer or employee of any of said bodies, and no executive or judicial officer of the commonwealth, no clerk or employee of any department or branch of the government of the commonwealth and no executive officer, clerk or employee of any department of a city shall personally solicit or receive, directly or indirectly, or be concerned in soliciting or receiving, any assessment, subscription or contribution for any political purpose whatever; but this shall not forbid such persons to be members of political organizations or committees.

Public officers not to solicit contributions for political purposes.
1884, 320, § 6.

SECTION 27. No person shall solicit in any manner whatever or receive any contribution of money or other thing of value for any political purpose whatever in a room or building occupied for the performance of official duties by an officer or employee of the commonwealth or of any city herein.

Solicitations forbidden in official buildings.
1884, 320, § 7.

SECTION 28. No officer or employee of the commonwealth or of any city or town wherein this chapter is in force, shall discharge, promote, or degrade an officer or employee, or change his official rank or compensation, or promise or

Public officers, etc., not to be affected by refusal to contribute.
1884, 320, § 8.
142 Mass. 90, 95.

threaten so to do, for giving, withholding or neglecting to make a contribution of money or other valuable thing for a political purpose.

Gifts for political object forbidden.
1884, 320, § 9.

SECTION 29. No officer, clerk or other person in the service of the commonwealth or of any city or town wherein this chapter is in force shall, directly or indirectly, give or deliver to an officer, clerk or person in said service, or to any councillor, member of the general court, alderman, councilman or commissioner, any money or other valuable thing on account of, or to be applied to, the promotion of any political object whatever.

Coercion of political action forbidden.
1884, 320, § 10.

SECTION 30. No person in the service of the commonwealth or of any city or town wherein this chapter is in force shall use his official authority or influence to coerce the political action of any person or body, or to interfere with any election.

Public officers, etc., not required to contribute to political fund.
1884, 320, § 11.
142 Mass. 90, 95.

SECTION 31. No person in the public service shall, for that reason, be under obligation to contribute to any political fund, or to render any political service, and shall not be removed or otherwise prejudiced for refusing to do so.

Corrupt methods of procuring nominations, etc., prohibited.
1884, 320, § 12.

SECTION 32. No person holding a public office or in nomination for, or seeking a nomination for, or appointment to, an office, shall corruptly use or promise to use, directly or indirectly, any official authority or influence to confer upon any person, or to aid a person to obtain, an office or public employment, or a nomination, confirmation, promotion or increase of salary, upon the consideration or condition that the vote, political influence or action of any person shall be given or used in behalf of a candidate, officer or party, or upon any other corrupt condition or consideration.

Refreshments at public expense regulated.
1884, 320, § 13.

SECTION 33. No city shall pay a bill incurred by any official thereof for wines, liquors or cigars; nor shall a city pay a bill for refreshments furnished to an official of said city if the amount for any one day exceeds one dollar for each member of the government of said city who certifies over his own signature to the correctness of the bill.

GENERAL PROVISIONS.

SECTION 34. If, in the opinion of the civil service commission, a person is appointed or employed in the public service classified under civil service rules, in violation of the civil service law, or of the said rules, the commission shall, after written notice mailed to the appointing or employing officer or officers, and to such person, notify in writing the treasurer, auditor or other disbursing officer of the commonwealth, city or town, in whose service or by which such person is so employed or paid; and the payment of any salary or compensation to such person shall be illegal and shall cease at the expiration of one week after the mailing of the latter notice, and until the legality of such appointment or employment is duly established. It shall be unlawful for the treasurer, auditor or other disbursing officer of the commonwealth, or of such city or town to draw, sign or issue, or to authorize the drawing, signing or issuing of any warrant, or to make payment of any salary or compensation to the person so found by the civil service commission to be illegally appointed or employed. Any person so found by the civil service commission to be illegally appointed or employed may file a petition for a writ of mandamus in the superior or supreme judicial court to compel the civil service commission to authorize such appointment, or employment, and the payment of compensation or salary therefor. At any time after the filing of such petition the court, if it is of opinion that there is reasonable doubt whether the appointment or employment of such person is in violation of the civil service law or rules, may order that the compensation accruing to such person shall be paid to him until otherwise ordered by said court.

Enforcement
of rules.
1901, 512.
As amended
by 1910, 359.

SECTION 35. Whoever makes an appointment to office or selects a person for employment contrary to, or wilfully refuses or otherwise neglects to comply with, the provisions of this chapter or of any rule hereunder shall, unless some other penalty is specifically provided, be punished by a fine of not less than one hundred nor more than one thousand dollars for each offence.

Penalties.
1884, 320,
§ 24.
1895, 501, § 5.
1896, 517, § 7.
143 Mass. 589.

SECTION 36. This chapter shall be in force in any town of

Application
of chapter.

1894, 267.
1896, 449.

more than twelve thousand inhabitants when accepted by it. So much of this chapter and the rules established under it as relate to the employment of laborers, designated as the "Labor Service," shall not be in force in any city of less than one hundred thousand inhabitants until the city council, with the approval of the mayor, accepts the same.

Application
to fire and
police forces
in towns.
1901, 78.

SECTION 37. In a town which by a vote of a majority of the voters voting thereon at an annual or special town meeting accepts the provisions of this section or has accepted the corresponding provisions of earlier laws, the provisions of this chapter and the rules made under the authority thereof which relate to the police and fire forces of cities except Boston shall apply to all members of the regular or permanent police and fire forces, or to the call fire force, or to either of said forces, of a town. Such vote may limit the application of the provisions of this chapter and of the rules made thereunder either to the police force or to the fire force of such town, or it may extend such application to both of said forces. Upon such vote of acceptance, each member of the force or forces included therein and within the classified civil service shall continue to hold his office until his death, resignation or removal. He shall not be removed except for cause shown after a full hearing before the board or officer of the town having power to make removals, and such member shall have the right to be present at such hearing and to be represented by counsel.

[REVISED LAWS, CHAPTER 26.]

Appropriations for
enforcement
of civil
service law.
1887, 345.

SECTION 24. A city may appropriate money for the enforcement therein of the laws relating to its civil service.

[REVISED LAWS, CHAPTER 103.]

Inspectors of
plumbing.
1893, 477, § 5.
1894, 455, § 5.
1895, 453.

SECTION 5. The inspector of buildings of each city and town which is subject to the provisions of this chapter, if he has control of the enforcement of the regulations relative to plumbing or, if he has not such control, the board of health, shall, within three months after the acceptance of the provisions of this chapter, appoint one or more inspectors of plumb-

ing, who shall be practical plumbers and shall have had practical experience, either as masters or as journeymen, continuously, during the five years last preceding the date of appointment, and who shall hold office until removed by said board or inspector for cause shown. All such inspectors shall, before appointment, be subjected to an examination before the civil service commission. The compensation of such inspectors shall be determined by the board or inspector appointing them, subject to the approval of the city council or selectmen, and shall be paid from the treasury of their respective cities or towns. Said inspectors shall inspect all plumbing for which permits are granted within their respective cities or towns, which is in process of construction, alteration or repair, and shall report to said board or inspector all violations of any law, ordinance, by-law, rule or regulation relative to plumbing; and also perform such other appropriate duties as may be required. The approval of plumbing by any inspectors other than those provided for by this chapter shall not be a compliance with the provisions hereof.

[REVISED LAWS, CHAPTER 108.]

SECTION 26. Any city, except Boston, in which the city council, with the approval of the mayor, accepts the provisions of this and the two following sections or has accepted the corresponding provisions of earlier laws, may establish a reserve police force; and appointments thereto shall be made in the same manner as appointments to the regular police force of said city, subject to such rules as the civil service commissioners may prescribe.

Reserve police
force.
1896, 314,
§§ 1, 4.

SECTION 27. The number of members of such reserve force shall not exceed five in cities in which the number of members of the regular force does not exceed fifteen. If the number of members of the regular force exceeds fifteen, one member may be added to the reserve force for every three of the regular force above fifteen and not above thirty; one for every five of the regular force above thirty and not above eighty; and one for every ten of the regular force above eighty.

Number of
members.
1896, 314, § 2.

Powers,
duties, com-
pensation.
1896, 314, § 3.

SECTION 28. The mayor, chief of police or city marshal of a city in which such reserve force is established may assign the members thereof to duty in said city whenever and for such length of time as said mayor, chief of police or marshal may deem necessary; and when on duty the members of said reserve force shall have all the powers and duties of members of the regular police force of said city. The compensation of the members of said reserve force shall be fixed by the city council.

[REVISED LAWS, CHAPTER 225.]

Transfer of
watchmen.
1894, 349.
As amended
by c. 214,
Acts of 1904.

SECTION 10. An officer in a jail or house of correction may be transferred to the state prison, the Massachusetts reformatory, or the temporary industrial camp for prisoners as a watchman; and if the place in which he is employed is not in the classified list prepared by the civil service commissioners, they shall give him a non-competitive examination as to his fitness, upon receipt from the warden of the state prison, the superintendent of the Massachusetts reformatory or the superintendent of the temporary industrial camp for prisoners of a statement that the appointment of such officer is desired and that he possesses particular qualifications for the work which will be required of him.

[ACTS OF 1897, CHAPTER 209.]

AN ACT RELATIVE TO APPOINTMENT IN THE SOMERVILLE FIRE DEPARTMENT.

Be it enacted, etc., as follows:

Somerville
fire depart-
ment.

SECTION 1. All members of the Somerville fire department, known as call members, who were appointed before the enactment of chapter three hundred and twenty of the acts of the year eighteen hundred and eighty-four, and who have continued three or more years in said service, shall, upon application to the civil service commissioners, be placed upon the eligible list for appointment as permanent men, without any further examination.

SECTION 2. The mayor may at his discretion appoint such men on the permanent force at the same salary as a perma-

nent man who has continued three or more years in said service.

SECTION 3. This act shall take effect upon its acceptance by the city government of the city of Somerville. [*Approved March 29, 1897. Accepted by city July 3, 1902.*]

[ACTS OF 1897, CHAPTER 265, SECTION 5.]

AN ACT RELATIVE TO THE LICENSING OF GAS FITTERS AND TO THE SUPERVISION OF THE BUSINESS OF GAS FITTING IN THE CITY OF BOSTON.

Be it enacted, etc., as follows:

.

SECTION 5. The building commissioner shall appoint, after the first day of October in the year eighteen hundred and ninety-seven, such a number of inspectors of gas fitting as the board of examiners may from time to time determine. Said inspectors shall be practical gas fitters of at least five years' continued practical experience, and shall, before appointment, be subject to an examination before the civil service commissioners. The compensation of said inspectors shall be determined by the building commissioner, subject to the approval of the mayor; and such inspectors shall hold office until removed by said commissioner, with the approval of the mayor, for malfeasance, incapacity or neglect of duty. Said inspectors shall inspect all new work relating to gas fitting in new and in old buildings, the connections and use of such work, and shall report all violations of this act or of any act or ordinance relating thereto, which now exists or may be hereafter enacted or ordained; and they shall also perform such other appropriate duties as may be required by the building commissioner.

Inspectors of
gas fitting,
appointment,
qualifica-
tions, etc.

.

[ACTS OF 1898, CHAPTER 173.]

AN ACT RELATIVE TO APPOINTMENTS IN THE FIRE DEPARTMENT OF THE CITY OF LOWELL.

Be it enacted, etc., as follows:

Chief engineer
may appoint
certain per-
sons as mem-
bers of the
permanent
force, etc.

SECTION 1. The chief engineer of the fire department of the city of Lowell may, on the recommendation of the board of engineers, appoint as members of the permanent force, or as call-men, without civil service examination, any person who has served as call or substitute call-man in said service for three or more successive years prior to the passage of this act.

May discharge
subordinate
officers, etc.

SECTION 2. Said chief engineer shall have the power to discharge all subordinate officers and employees in the fire department of said city, except the members of said board, and, with the approval of said board, to appoint and employ all such officers and employees.

Repeal.

SECTION 3. All acts and parts of acts inconsistent herewith are hereby repealed.

SECTION 4. This act shall take effect upon its passage.
[Approved March 15, 1898.]

[REVISED LAWS, CHAPTER 223.]

Age of appli-
cants for
prison
service.
1899, 245,
§§ 1, 4.

SECTION 3. The officers of the state prison shall be a warden, deputy-warden, chaplain, physician and surgeon, clerk, engineer, assistant engineer, electrician, steward who shall be employed in the kitchen department of the prison, four turnkeys, as many watchmen, not exceeding forty-nine, and as many assistant watchmen, not exceeding five, as the warden, subject to the approval of the prison commissioners, may find necessary. In certifying the names of persons eligible to appointment as assistant watchmen, the civil service commissioners shall certify the names of persons who are over the age of twenty-five and under the age of forty years.

[REVISED LAWS, CHAPTER 192.]

SECTION 12. The supreme judicial court shall have jurisdiction of informations in the nature of quo warranto filed by the attorney general against a person holding or claiming the right to hold an office or employment, the salary or compensation of which is payable by the commonwealth, a county, city or town.

Informations.
1899, 376.
163 Mass. 446.

[ACTS OF 1900, CHAPTER 69.]

AN ACT TO EXTEND THE PROVISIONS OF THE CIVIL SERVICE ACT TO THE POLICE AND FIRE FORCES OF THE TOWN OF MILTON.

Be it enacted, etc., as follows:

SECTION 1. The provisions of chapter three hundred and twenty of the acts of the year eighteen hundred and eighty-four, entitled "An Act to improve the civil service of the commonwealth and the cities thereof," and all acts in amendment thereof and in addition thereto, and the civil service rules thereunder which relate to the police and fire forces of cities of the commonwealth other than the city of Boston, are hereby extended and made applicable to all members of the regular or permanent police force and to all members of the fire force of the town of Milton.

Milton police
and fire
service.

SECTION 2. All members of said regular police and fire forces shall continue to hold their several offices until resignation or removal.

SECTION 3. No member of either of said forces shall be removed except for cause shown after a full hearing before the board or officer of the town having power to make removals, at which hearing the member in question shall have the right to be present and to be represented by counsel.

As amended.
1904, 288.

SECTION 4. This act shall take effect upon its passage.
[Approved February 13, 1900.]

[ACTS OF 1900, CHAPTER 95.]

AN ACT TO PROVIDE FOR THE APPOINTMENT OF A RESERVE
POLICE FORCE IN THE CITY OF FALL RIVER.*Be it enacted, etc., as follows:*Fall River
police service.

SECTION 1. The board of police for the city of Fall River may from time to time, as authorized by said city and under such rules as the civil service commissioners of the commonwealth prescribe, appoint suitable persons to constitute a reserve police force for said city, who shall be subject to such rules and regulations as the board of police may prescribe, and who may be removed by said board for any reason satisfactory to it. Said board of police may assign the members of said reserve police force to duty in said city whenever and for such time as it shall deem necessary, and when on duty they shall have and exercise all the powers and duties held and exercised by the police of said city.

SECTION 2. All appointments upon the regular police force of said city shall be made from the reserve police force, under such rules as the civil service commissioners of the commonwealth may prescribe; and service on the reserve police force for not less than six months shall be deemed to be equivalent to the probationary period now required by the rules of said commissioners.

SECTION 3. The members of the reserve police force shall when on duty be paid by the city of Fall River such compensation, not exceeding two dollars and fifty cents a day, as the board of police may prescribe.

SECTION 4. This act shall take effect upon its passage.
[Approved February 20, 1900.]

[ACTS OF 1900, CHAPTER 133.]

AN ACT TO EXTEND THE PROVISIONS OF THE CIVIL SERVICE
LAW TO THE POLICE AND FIRE FORCES OF THE TOWN OF
NATICK.*Be it enacted, etc., as follows:*Natick police
and fire
service.

SECTION 1. The provisions of chapter three hundred and twenty of the acts of the year eighteen hundred and eighty-four, entitled "An Act to improve the civil service of the

commonwealth and the cities thereof," and of all acts in amendment thereof, and the civil service rules thereunder which relate to the police and fire forces of cities of the commonwealth other than the city of Boston, are hereby extended and made applicable to the members of the regular police force and all members of the fire force of the town of Natick.

SECTION 2. All members of said regular police and fire forces shall continue to hold their respective offices until resignation or removal.

SECTION 3. No member of either of said forces shall be removed except for cause shown, after a full hearing before the selectmen of said town, at which hearing the member in question shall have the right to be present and to be represented by counsel.

SECTION 4. This act shall take effect upon its acceptance by a majority of the legal voters of said town present and voting thereon at an annual town meeting or at any town meeting duly called for the purpose. If the vote thereon is taken at an annual town meeting it shall be by official ballot in answer to the question, "Shall an act passed by the general court in the year nineteen hundred, to extend the civil service law to the police and fire forces of Natick, be accepted?" [*Approved March 8, 1900.*]

[ACTS OF 1903, CHAPTER 102.]

AN ACT TO EXTEND THE PROVISIONS OF THE CIVIL SERVICE
ACT TO THE TOWN OF MILTON.

Be it enacted, etc., as follows:

SECTION 1. The provisions of chapter nineteen of the Revised Laws entitled, "Of the Civil Service," and all acts in amendment thereof and in addition thereto, and the civil service rules established thereunder, are hereby extended and made applicable to the following named offices in the town of Milton, to wit:—

R. L. 19, etc.,
extended to
Milton.

Heads of principal departments not elected by the voters, chief superintendents of departments, clerks and confidential stenographers of the selectmen, and all offices in the public

Officers
affected.

service classified in and included by said civil service rules in the division designated as the "official service."

Terms of
officers.

SECTION 2. Every person holding an office in the town of Milton, enumerated in section one, shall continue to hold such office until resignation or removal.

As amended.
1904, 143.

SECTION 3. This act shall take effect upon its acceptance by a majority vote of the voters of said town present and voting thereon at a town meeting duly called for the purpose within three years after its passage; but only one such meeting shall be called. [*Approved February 25, 1903.*]

[ACTS OF 1904, CHAPTER 194.]

AN ACT RELATIVE TO REGULATIONS CONCERNING THE HEIGHT
AND WEIGHT OF MEMBERS OF FIRE DEPARTMENTS.

Be it enacted, etc., as follows:

Height and
weight of
members of
fire depart-
ments.

As amended
by 1911, 352.

SECTION 1. No regulations concerning the height or weight of persons who shall be eligible to become members of the fire department in any city or town shall be made or enforced except by the city council of the city or by the selectmen of the town.

SECTION 2. This act shall take effect upon its passage. [*Approved March 31, 1904.*]

[ACTS OF 1904, CHAPTER 198.]

AN ACT RELATIVE TO THE CIVIL SERVICE RULES AND REGU-
LATIONS.

Be it enacted, etc., as follows:

Certification
three separate
times.

SECTION 1. No rules shall be made or enforced by the civil service commissioners which shall prevent the certification for the same office, on at least three separate occasions, of any person whose name is on any register. But in case the said commissioners shall find upon investigation that any person who has once or twice so been certified is morally unfit to hold

the office or position in question, he shall not be entitled to be certified again.

SECTION 2. This act shall take effect upon its passage.
[Approved March 31, 1904.]

[ACTS OF 1904, CHAPTER 314.]

AN ACT TO REGULATE REMOVALS AND SUSPENSIONS FROM
OFFICE AND EMPLOYMENT IN THE CLASSIFIED CIVIL
SERVICE.

Be it enacted, etc., as follows:

SECTION 1. Every person holding office or employment in the public service of the Commonwealth or in any county, city or town thereof, classified under the civil service rules of the Commonwealth, shall hold such office or employment and shall not be removed therefrom, lowered in rank or compensation, or suspended, or, without his consent, transferred from such office or employment to any other except for just cause and for reasons specifically given in writing.

Removals,
etc., in classi-
fied service.
See c. 624,
Acts of 1911.

SECTION 2. The person sought to be removed, suspended, lowered or transferred shall be notified of the proposed action and shall be furnished with a copy of the reasons required to be given by section one, and shall, if he so requests in writing, be given a public hearing, and be allowed to answer the charges preferred against him either personally or by counsel. A copy of such reasons, notice and answer and of the order of removal, suspension or transfer shall be made a matter of public record: *provided, however*, that nothing contained in this act shall be construed to prevent temporary suspension for a period not exceeding thirty days, made without compliance with the provisions of this act and pending further action under this act. [Approved May 9, 1904.]

Notice to be
given, etc.,
as amended
by c. 243,
Acts of 1905.
See c. 210,
Acts of 1906.

[ACTS OF 1906, CHAPTER 210.]

AN ACT RELATIVE TO REMOVALS AND SUSPENSIONS FROM
OFFICE AND EMPLOYMENT OF POLICE OFFICERS IN THE
CLASSIFIED CIVIL SERVICE.*Be it enacted, etc., as follows:*Removals
and suspen-
sions of
police officers.

SECTION 1. Every police officer now holding or hereafter appointed to an office classified under the civil service rules of the Commonwealth, in any city, and whether appointed for a definite or stated term, or otherwise, shall hold such office continuously during good behavior, and shall not be removed therefrom, lowered in rank or compensation, or suspended, or, without his consent, transferred from such office or employment to any other, except for just cause and for reasons specifically given in writing by the removing officer or board.

SECTION 2. The provisions of section two of chapter three hundred and fourteen of the acts of the year nineteen hundred and four, and of acts in amendment thereof, shall apply to the police officers designated in section one hereof.

SECTION 3. This act shall take effect upon its passage.
[Approved March 30, 1906.]

[ACTS OF 1906, CHAPTER 277.]

AN ACT RELATIVE TO THE POSTING OF NOTICES OF CIVIL
SERVICE EXAMINATIONS.*Be it enacted, etc., as follows:*Notices of
civil service
examinations
to be posted.

SECTION 1. The civil service commissioners shall from time to time prepare notices of civil service examinations and send them to the clerks of the several cities and towns in the Commonwealth, who shall cause the same to be posted in the city and town halls and in other conspicuous places in their respective municipalities. Of such notices there shall be posted conspicuously not less than five in every town, and not less than twenty-five in every city, including one in each ward.

SECTION 2. Any city or town clerk who shall refuse or wilfully neglect to comply with the provisions of this act, or any person who shall maliciously tear down, destroy, deface or injure any such notice prior to the date of the examination or examinations of which notice is given therein, shall be liable to a fine of not more than twenty-five dollars. *[Approved April 12, 1906.]* Penalty.

[ACTS OF 1906, CHAPTER 306.]

AN ACT TO PROVIDE FOR PUBLICITY AS TO THE EMPLOYMENT OF CITY EMPLOYEES SUBJECT TO THE CIVIL SERVICE LAWS AND REGULATIONS.

Be it enacted, etc., as follows:

SECTION 1. The officer or board having power in any city to appoint or employ persons in any department of such city to which the provisions of the civil service laws and of the civil service rules established thereunder are applicable shall, within seven days after the receipt of a written request therefor made by the board of civil service commissioners, make, and file with the auditor or officer or officers whose duty it is to audit the accounts of such appointing or employing officer or board, a report containing the names of all persons who have been appointed or employed by such appointing or employing officer or board or who have received pay or rendered bills for services or labor rendered or performed during the calendar month next preceding the date of the filing of such petition. Said report shall be made under oath, shall be open to public inspection in the office of the auditor or auditing officer and shall contain the following information: — First, name of person appointed or employed, or rendering bill for services or labor; second, nature and brief description of the services or labor which such person has actually rendered or performed during said month; third, title of the office or employment of such person as stated in the payrolls of the department; fourth, the regular salary or wages of the appointee or employee; fifth, all other payments of any kind made to the appointee or employee during said month: *provided, however,* that such appointing or employing

Officer or board employing persons in positions where civil service rules apply to make report, etc.

officer or board shall not be required to file more than one such report in any calendar month.

SECTION 2. The supreme judicial court by mandamus or other appropriate remedy in law or in equity, upon suit or petition of the board of civil service commissioners, may compel any such appointing or employing officer or board in any city, upon failure to make and file such report, to comply with the provisions of this act.

SECTION 3. Every appointing or employing officer, or in the case of a board every member thereof, who wilfully refuses or who neglects to comply with the provisions of this act shall be punished by a fine of not less than twenty-five nor more than one hundred dollars for each offence. [*Approved April 23, 1906.*]

[ACTS OF 1906, CHAPTER 465.]

AN ACT TO AUTHORIZE THE CIVIL SERVICE COMMISSIONERS
TO EMPLOY ADDITIONAL INSPECTORS.

Be it enacted, etc., as follows:

Civil service
commis-
sioners may
employ addi-
tional
inspectors.

SECTION 1. The civil service commissioners may employ in their department two additional inspectors, one of whom shall be a pay roll inspector at a salary not exceeding twelve hundred dollars per annum, and the other shall be a physical inspector at a salary not exceeding fifteen hundred dollars per annum. The said inspectors shall also be paid their necessary travelling expenses incurred in the performance of their duties.

SECTION 2. This act shall take effect upon its passage. [*Approved June 7, 1906.*]

[ACTS OF 1907, CHAPTER 245.]

AN ACT RELATIVE TO THE EXEMPTION FROM THE CIVIL
SERVICE RULES OF THE EXPERTS AND INSPECTORS OF THE
RAILROAD COMMISSIONERS.

Be it enacted, etc., as follows:

Certain
appointees of
the railroad
commission-
ers to be

SECTION 1. The positions of experts and railroad and railway inspectors provided for in section one of chapter four hundred and sixty-three of the acts of the year nineteen

hundred and six shall be exempt from classification by the civil service commission unless the said commission with the approval of the governor and council shall hereafter so classify the same under the authority given them by chapter nineteen of the Revised Laws and acts in amendment thereof and in addition thereto.

exempt from
civil service
rules, etc.

SECTION 2. This act shall take effect upon its passage.
[Approved March 25, 1907.]

[ACTS OF 1907, CHAPTER 292.]

AN ACT TO EXTEND THE PROVISIONS OF THE CIVIL SERVICE
ACT IN THE TOWN OF HYDE PARK.

Be it enacted, etc., as follows:

SECTION 1. The provisions of chapter nineteen of the Revised Laws entitled, "Of the Civil Service", and all acts in amendment thereof and in addition thereto, and the civil service rules established thereunder, are hereby extended and made applicable to the head of the police department in the town of Hyde Park.¹

Provisions of
civil service
act in the
town of
Hyde Park
extended, etc.
Accepted in
town meeting
held Jan. 2,
1908.

SECTION 2. This act shall take effect upon its acceptance by a majority vote of the voters of said town present and voting thereon at a town meeting duly called for the purpose within three years after its passage.

When to
take effect.

SECTION 3. For the purpose of enabling the voters of said town to take action upon the acceptance of this act it shall take effect upon its passage. [Approved April 13, 1907.]

[ACTS OF 1907, CHAPTER 458.]

AN ACT RELATIVE TO THE RETIREMENT OF CERTAIN VETERANS
IN THE SERVICE OF THE COMMONWEALTH.

Be it enacted, etc., as follows:

SECTION 1. A veteran of the civil war in the service of the commonwealth, if incapacitated for active duty, shall be retired from active service, with the consent of the governor, at one half the rate of compensation paid to him when in active service, to be paid out of the treasury of the common-

Retirement
of certain
veterans of
the civil war.

¹ Hyde Park annexed to city of Boston Jan. 1, 1912.

wealth: *provided*, that no veteran shall be entitled to be retired under the provisions of this act unless he shall have been in the service of the commonwealth at least ten years. But if, in the opinion of the governor and council, any veteran of the civil war in said service is incapacitated to such a degree as to render his retirement necessary for the good of the service, he may so be retired at any time. A veteran retired under the provisions of this act, whose term of service was for a fixed number of years, shall be entitled to the benefits of the act without reappointment.

SECTION 2. This act shall take effect upon its passage. [Approved May 28, 1907.]

[ACTS OF 1908, CHAPTER 210.]

AN ACT TO PROVIDE THAT ALL PAY-ROLLS, BILLS AND ACCOUNTS FOR SALARY OR COMPENSATION OF PERSONS IN THE SERVICE OR EMPLOYMENT OF THE CITY OF BOSTON SHALL BEAR THE CERTIFICATE OF THE CIVIL SERVICE COMMISSION.

Be it enacted, etc., as follows:

Pay-rolls,
etc., to bear
certificate of
civil service
commission,
etc.

SECTION 1. It shall be unlawful for the treasurer or other fiscal officer of the city of Boston to pay any salary or compensation to any person in the service or employment of the city unless the pay-roll, bill, or account for such salary or compensation shall bear the certificate of the civil service commission, or its authorized agent that the persons named in such pay-roll, bill or account, have been appointed, employed, transferred, or promoted in accordance with the civil service law and rules so far as the same are applicable, or in case of doubt, that the commission authorizes the payment of such salary or compensation for the time being.

To be made
under oath.

SECTION 2. Every such pay-roll, bill or account, before the certificate of the civil service commission or its authorized agent is affixed thereto, shall be sworn to by the head of the department, or by the person who is immediately responsible for the appointment, employment, promotion or transfer, of the persons named therein, and shall contain the following information:— First, full name of each employee; second,

To contain
certain in-
formation.

title of his office, or specific nature of the labor that he was originally engaged to perform; third, kind of work in which he has actually been employed since the submission of the last previous pay-roll; fourth, salary, wages or other compensation; fifth, date or dates of employment; sixth, the civil service number of such employee if he has been employed after certification under the civil service law and rules.

SECTION 3. Any person who is entitled to receive the certificate of the civil service commission to the treasurer as having been appointed, employed, transferred or promoted in accordance with the civil service law and rules, and who is refused such certificate, and any person who has so been certified and whose name has illegally been removed from a pay-roll by reason of suspension or discharge by any officer or board in charge of a department, may file a petition in the form of mandamus in the superior or supreme judicial court to compel the officer or board in charge of such department to reinstate such person, or to compel the civil service commission to issue such certificate.

SECTION 4. Each appointing, employing, or other officer, or in case of a board, each member thereof, who wilfully refuses or neglects to comply with the provisions of this act shall be punishable by a fine of not less than twenty-five nor more than one hundred dollars for each offence. *[Approved March 14, 1908.]* Penalty.

[ACTS OF 1908, CHAPTER 375.]

AN ACT RELATIVE TO THE AGE LIMIT FOR APPOINTMENT AS A MEMBER OF THE INSPECTION DEPARTMENT OF THE DISTRICT POLICE.

Be it enacted, etc., as follows:

SECTION 1. A person who is not above the age of fifty years, if otherwise qualified, shall be eligible for appointment as an inspector of factories and public buildings, as a member of the inspection department of the district police.

Certain persons eligible as members of inspection department of the district police.

SECTION 2. This act shall take effect upon its passage. *[Approved April 8, 1908.]*

[ACTS OF 1909, CHAPTER 311.]

AN ACT TO PROVIDE FOR THE APPOINTMENT OF DEPUTY SUPERINTENDENTS OF THE POLICE DEPARTMENT OF THE CITY OF BOSTON.

Be it enacted, etc., as follows:

1906, 291,
§ 13,
amended.

Number of
patrolmen
limited.

Salary of su-
perintendent.

Deputy super-
intendents,
appointment,
etc.

Section thirteen of chapter two hundred and ninety-one of the acts of the year nineteen hundred and six is hereby amended by adding at the end thereof the words: — Deputy superintendents may be appointed from the police force from time to time by said police commissioner and they shall not be affected as to their selection or appointment by chapter nineteen of the Revised Laws or by acts in amendment thereof or by any rules established pursuant thereto, — so as to read as follows: — *Section 13.* Except as authorized by the mayor of said city said commissioner shall not appoint any greater number of patrolmen than the present board of police of the said city is now authorized to appoint, nor shall the pay of the members of the police force other than said police commissioner and superintendent of police be increased or diminished, except by the concurrent action of said mayor and said police commissioner. The police commissioner may, without such concurrent action, fix the salary of the superintendent of police, which shall not exceed five thousand dollars per annum. Deputy superintendents may be appointed from the police force from time to time by said police commissioner and they shall not be affected as to their selection or appointment by chapter nineteen of the Revised Laws or by acts in amendment thereof or by any rules established pursuant thereto. [*Approved April 17, 1909.*]

[ACTS OF 1909, CHAPTER 382.]

AN ACT TO INCLUDE SEALERS AND INSPECTORS OF WEIGHTS AND MEASURES IN CITIES AND IN CERTAIN TOWNS WITHIN THE CLASSIFIED CIVIL SERVICE.

Be it enacted, etc., as follows:

Sealers and
inspectors of
weights and

SECTION 1. The civil service commissioners may prepare rules, which shall take effect when approved by the governor

and council in the manner provided by law, for including within the classified civil service all principal or assistant sealers of weights and measures holding office by appointment under any city or town of over ten thousand inhabitants, whether such officers are heads of principal departments or not, and also for including within the said service the inspectors of weights and measures of the commonwealth.

measures to be included within the classified civil service.

SECTION 2. All acts and parts of acts inconsistent herewith are hereby repealed. Repeal.

SECTION 3. This act shall take effect upon its passage.
[Approved May 13, 1909.]

[ACTS OF 1909, CHAPTER 486.]

THE EXECUTIVE DEPARTMENT.

SECTION 9. All heads of departments and members of municipal boards, including the board of street commissioners, as their present terms of office expire (but excluding the school committee and those officials by law appointed by the governor), shall be appointed by the mayor without confirmation by the city council. They shall be recognized experts in such work as may devolve upon the incumbents of said offices, or persons specially fitted by education, training or experience to perform the same, and (except the election commissioners, who shall remain subject to the provisions of existing laws) shall be appointed without regard to party affiliation or to residence at the time of appointment except as hereinafter provided.

Executive department, appointment of members of, etc.

SECTION 10. In making such appointments the mayor shall sign a certificate in the following form:—

Certificate of appointment.

CERTIFICATE OF APPOINTMENT.

I appoint (Name of Appointee) to the position of (Name of Office) and I certify that in my opinion he is a recognized expert in the work which will devolve upon him, and that I make the appointment solely in the interest of the city.

Mayor.

Or in the following form, as the case may be:—

CERTIFICATE OF APPOINTMENT.

I appoint (Name of Appointee) to the position of (Name of Office) and I certify that in my opinion he is a person specially fitted by education, training, or experience to perform the duties of said office, and that I make the appointment solely in the interest of the city.

Mayor.

Copy of certificate to be filed with the civil service commission, etc.

The certificate shall be filed with the city clerk, who shall thereupon forward a certified copy to the civil service commission. The commission shall immediately make a careful inquiry into the qualifications of the *nominee under such rules as they may, with the consent of the governor and council, establish*, and, if they conclude that he is a competent person with the requisite qualifications, they shall file with the city clerk a certificate signed by at least a majority of the commission that they have made a careful inquiry into the qualifications of the appointee, and that in their opinion he is a recognized expert, or that he is qualified by education, training or experience for said office, as the case may be, and that they approve the appointment. Upon the filing of this certificate the appointment shall become operative, subject however to all provisions of law or ordinance in regard to acceptance of office, oath of office, and the filing of bonds. If the commission does not within thirty days after the receipt of such notice file said certificate with the city clerk the appointment shall be void.

Expenses, etc., of civil service commission.

SECTION 11. The civil service commission is authorized to incur in carrying out the foregoing provisions such reasonable expense as may be approved by the governor and council; the same to be paid by the commonwealth, which upon demand shall be reimbursed by the city of Boston.

Vacancy in office.

SECTION 12. A vacancy in any office to which the provisions of section nine of this act apply, shall be filled by the mayor under the provisions of said section and pending a permanent appointment he shall designate some other head of a department or member of a board to discharge the duties of the office temporarily.

SECTION 63. Sections one to fourteen both inclusive and sections twenty-seven, twenty-eight and thirty-one of this act shall take effect on the first Monday of February in the year nineteen hundred and ten, excepting that so much of section one as is included in the first two sentences thereof, to and including the word "respectively", shall take effect upon the passage of this act; sections sixteen and twenty-three of this act shall take effect thirty days after the passage of the same; section thirty shall take effect ninety days after the passage of this act; and sections fifteen, seventeen to twenty-two, both inclusive, twenty-four to twenty-six, both inclusive, twenty-nine, thirty-two to thirty-six, both inclusive, forty-four, and sixty-two shall take effect upon the passage of this act. [*Approved June 11, 1909.*]

When to
take effect.

[ACTS OF 1909, CHAPTER 536.]

SECTION 7. Inspectors of plumbing now holding office and in receipt of an annual salary shall be deemed to have been appointed under the rules of the civil service commission relative to classification, and such inspectors may perform such other inspection service as may be required by the board of health or by the inspector of buildings having control of the enforcement of regulations relative to plumbing. All inspectors hereafter appointed to like positions shall be certified from the classified lists of the civil service commission.

Inspectors of
plumbing
now in office.

SECTION 8. Cities and towns that have continued to operate under the provisions of chapter four hundred and seventy-seven of the acts of the year eighteen hundred and ninety-three or of acts in amendment thereof, shall be deemed to have accepted the provisions of chapter one hundred and three of the Revised Laws.

Certain cities
and towns to
be deemed
to have ac-
cepted certain
provisions of
law, etc.

[ACTS OF 1910, CHAPTER 184.]

AN ACT TO AUTHORIZE THE CIVIL SERVICE COMMISSIONERS
TO APPOINT A DEPUTY EXAMINER.

Be it enacted, etc., as follows:

SECTION 1. The civil service commissioners may appoint a deputy examiner who, under their direction, shall superintend any examination held under the provisions of chapter

Deputy
examiner,
appointment.

Deputy
examiner,
salary of.

nineteen of the Revised Laws and acts in amendment thereof, and shall perform such other duties as the commissioners may prescribe. He shall receive such annual salary, not exceeding twenty-five hundred dollars, as shall be approved by the governor and council, together with travelling expenses incurred in the performance of his official duties.

SECTION 2. This act shall take effect upon its passage.
[Approved March 9, 1910.]

[ACTS OF 1910, CHAPTER 204.]

AN ACT TO ESTABLISH THE SALARY OF THE PHYSICAL INSPECTOR EMPLOYED BY THE CIVIL SERVICE COMMISSIONERS.

Be it enacted, etc., as follows:

Physical
inspector,
salary of.

SECTION 1. The physical inspector employed by the civil service commissioners shall be paid such annual salary, not exceeding twenty-five hundred dollars, as shall be approved by the governor and council, to be so allowed from the first day of January in the year nineteen hundred and ten, together with his necessary travelling expenses incurred in the performance of his duty.

SECTION 2. So much of section one of chapter four hundred and sixty-five of the acts of the year nineteen hundred and six as is inconsistent herewith, is hereby repealed.

SECTION 3. This act shall take effect upon its passage.
[Approved March 11, 1910.]

[ACTS OF 1911, CHAPTER 624.]

AN ACT RELATIVE TO REMOVALS, SUSPENSIONS AND TRANSFERS IN THE CIVIL SERVICE.

Be it enacted, etc., as follows:

Removals,
suspensions,
etc., in the
civil service.

SECTION 1. Every person now holding or hereafter appointed to an office classified under the civil service rules of the commonwealth, except members of the police department of the city of Boston, of the police department of the metropolitan park commission, and except members of the district police, whether appointed for a definite or stated term, or

otherwise, who is removed therefrom, lowered in rank or compensation, or suspended, or, without his consent, transferred from such office or employment to any other, may, after a public hearing, as provided for by section two of chapter three hundred and fourteen of the acts of the year nineteen hundred and four, as amended by chapter two hundred and forty-three of the acts of the year nineteen hundred and five, and within ten days after such hearing, bring a petition in the police, district or municipal court within the judicial district where such person resides, addressed to the justice of the court and praying that the action of the officer or board in removing, suspending, lowering or transferring him may be reviewed by the court, and after such notice to such officer or board as the court may think necessary, it shall review the action of said officer or board, and hear the witnesses, and shall affirm said order unless it shall appear that said order was made by said officer or board without proper cause or in bad faith, in which case said order shall be reversed and the petitioner be reinstated in his office. The decision of the justice of said police, district or municipal court shall be final and conclusive upon the parties.

SECTION 2. This act shall take effect upon its passage.
[Approved July 3, 1911.]

CIVIL SERVICE RULES.

[IN FORCE OCT. 8, 1908, AS AMENDED BY RULES IN FORCE SEPT. 1, 1909,
APRIL 1, 1910, AND JAN. 1, 1911.]

In accordance with the provisions of chapter 19 of the Revised Laws of Massachusetts, and acts in amendment thereof, the following rules have been prepared for the selection of persons to fill appointive positions in the government of the Commonwealth and of the several cities thereof and certain towns thereof, and for the selection of persons to be employed as laborers or otherwise in the service of said several cities and towns; and all rules and parts of rules heretofore prepared and approved, and inconsistent herewith, are hereby rescinded.

RULE 1.

Word
"city" or
"cities" de-
fined.

1. The word "city" or "cities," as used in these rules and in all application blanks and other papers prepared hereunder shall be construed to include and apply to every city or town in the Commonwealth to which such rules shall be applicable.

Term "ap-
pointing offi-
cer" defined.

2. The term "appointing officer," in these rules, shall mean and include any and all persons and boards having the power of appointment.

Word
"veteran"
defined.

3. The word "veteran," in these rules, is used in the sense defined by law.¹

4. Persons paid by any city shall be deemed to be "in the service of the city" within the meaning of these rules.

RULE 2.

Appoint-
ments and
removals,
responsibility
for.

1. The power existing by law, on the part of any appointing officer, to remove or reduce, within the classified service, is not impaired by anything contained in these rules.

¹ See section 20, chapter 19, Revised Laws.

RULE 3.

1. The Commission shall make and issue, from time to time, as the needs of the service require, such regulations as may be necessary for conducting the business of its office, for the instruction of its secretary, chief examiner, registrar of labor and other employees, and for carrying out the provisions of these rules.

Regulations
for carrying
out rules.

RULE 4.

1. For the purpose of making examinations of applicants, the Commission may designate persons to be examiners, and may at any time substitute another person in place of any one so designated.

Commission
to designate
examiners.

2. Whenever the special qualifications required for a position are such that assistance from experts in conducting an examination is advisable, such experts may be designated to aid the Commission.

Experts to
aid exam-
iners in cer-
tain cases.

RULE 5.

1. In order that suitable provision may be made for conducting examinations in the several cities, the Commission will, from time to time, apply to the proper authorities thereof for temporary quarters and for clerical assistance in receiving and filing applications for appointment in the local service.

Commission
to apply to
local author-
ities for
temporary
quarters, etc.

CLASSIFICATION OF THE SERVICE.

RULE 6.

1. The offices and places to be filled under these rules shall be classified in two divisions: the first to be known as "The Official Service" of the Commonwealth and the several cities thereof, the second as "The Labor Service."

Classifica-
tion, two
divisions.

FIRST DIVISION.—THE OFFICIAL SERVICE.

RULE 7.

1. All persons performing duties or rendering service in any of the following positions and classes of positions, or performing duties or rendering service similar, in the opinion

First Divi-
sion, Official
Service.

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of the Commission, to that of any of the following positions and classes of positions, under whatever designation, whether such service is permanent or temporary, and whether the same is paid by time for work done, by the piece, or in any other manner, shall be subject to the Civil Service Law and Rules, and the selection of persons to fill such appointive positions in the government of the Commonwealth and of the several cities thereof shall be subject to the Civil Service Law and Rules.

Superintendents.	Class 1. Superintendents, assistant and deputy superintendents, deputies, executive officers, and persons other than the chief superintendent of departments, performing any of the duties of a superintendent in the service of any city.
Chief clerks, etc.	Class 2. Chief clerks and secretaries.
Clerks, etc.	Class 3. Clerks, copyists, private secretaries, recorders, messengers, office boys and persons doing similar work in the service of the Commonwealth or of any city thereof; <i>provided, however</i> , that the messengers of the Governor, and one messenger of the mayor of any city, are excepted herefrom.
As amended Jan. 1, 1911.	Grade A. Persons whose annual compensation is at the rate of not less than four hundred dollars and not more than eight hundred and fifty dollars.
	Grade B. Persons whose annual compensation is at the rate of more than eight hundred and fifty dollars.
	Grade C. Persons whose annual compensation is at the rate of less than four hundred dollars.
Cashiers, etc.	Class 4. Cashiers, paymasters, treasurers, accountants, auditors, examiners of accounts, bookkeepers and persons doing similar work in the service of the Commonwealth and of any city thereof.
As amended Jan. 1, 1911.	Grade A. Persons whose annual compensation is at the rate of eight hundred and fifty dollars or less.
	Grade B. Persons whose annual compensation is more than eight hundred and fifty dollars.
Storekeepers, etc.	Class 5. Storekeepers, stock keepers, collectors, weighers, tally-men, and persons doing similar work, whose duties may be in part clerical, in the service of the Commonwealth or of any city thereof.
Sealers of weights and measures.	Class 6. All principal or assistant sealers of weights and measures holding office by appointment under any city, or

- any town of over ten thousand inhabitants, whether such officers are heads of principal departments or not, and also the inspectors of weights and measures of the Commonwealth. As amended Sept. 1, 1909. See 1909, 382.
- Class 7. Visitors, settlement clerks, almoners, interpreters and persons doing similar work in the service of the Commonwealth or of any city thereof. Visitors, etc.
- Class 8. Claim agents, purchasing agents, and other agents whose duties may be in part clerical in the service of the Commonwealth or of any city thereof. Agents.
- Class 9. Stenographers and typewriters and telegraphers in the service of the Commonwealth or of any city thereof. Stenographers.
- Class 10. Proof readers and persons doing similar work in the service of the Commonwealth or of any city thereof. Proof readers, etc.
- Class 11. Inspectors other than inspectors of work, and persons doing similar work, excepting railroad inspectors,¹ in the service of the Commonwealth or of any city thereof. Inspectors.
- Class 12. Instructors and teachers, [excepting instructors and teachers in the public schools, and in the charitable, reformatory and criminal institutions] in the service of the Commonwealth or of any city thereof. Instructors, etc.
- Class 13. *a.* The detective force of the District Police, and all persons employed on detective or inspector's work on the District Police. District Police.
b. The boiler inspector's force of the District Police.
c. All other inspectors of the District Police.
- Class 14. The regular and reserve police forces in the city of Boston. Boston police.
- Class 15. *a.* The regular and reserve police forces, and all persons doing permanent police duty in and for and paid by any city except the city of Boston. Police, except Boston.
b. The special, or substitute police forces of and all persons doing temporary police duty in and for and paid by any city except the city of Boston.
- Class 16. Metropolitan park police in the service of the Commonwealth. Metropolitan park police.
- Class 17. Watchmen, gatemen and guards in the public parks and ferries; turnkeys, watchmen, drivers of prison wagons, drivers of patrol and other police department wagons, and all other persons doing police duty in the parks, public grounds, prisons, houses of detention, reforma-

¹ See chapter 245, Acts of 1907.

tories and in all other public institutions, places and departments in the service of the Commonwealth and of any city thereof, not otherwise included under these rules.

Constables, etc.	Class 18. Constables in the service of any city, receiving pay other than the statutory fees.
Truant officers.	Class 19. Truant officers in the service of any city.
Fire service, Boston.	Class 20. All members of the fire department in the city of Boston, except call substitutes.
Fire service, other cities.	Class 21. All regular and call members of the fire department of any city except Boston.
Foremen and inspectors.	Class 22. Foremen of laborers, inspectors of work, and all persons doing similar work in the service of the Commonwealth or any city thereof, and not otherwise included under these rules.
Sub-foremen.	Class 23. Sub-foremen of laborers, and all persons doing similar work in the service of the Commonwealth or any city thereof.
Janitors, etc.	Class 24. Janitors, engineers and persons having charge of school or other public buildings, or of the heating apparatus thereof, in the service of any city.
Draw- tenders, etc.	Class 25. Engineers, assistant engineers, draw-tenders and assistant draw-tenders employed on bridges in the service of any city.
Engineers.	Class 26. Engineers in the service of any city employed in positions where by law they are required to hold first or second class licenses.
Civil en- gineers, etc.	Class 27. Civil engineers, surveyors, draughtsmen, transitmen, levellers, chainmen, rodmen, and all assistants, except laborers, in the service of the Commonwealth or of any city thereof. ¹
	Grade A. Rodmen, chainmen and all assistants, except draughtsmen, whose maximum pay does not exceed the rate of eight hundred dollars per annum.
	Grade B. Instrumentmen, transitmen, levellers and all assistants, except those covered by grades A, E, and F, and whose maximum pay does not exceed the rate of eleven hundred dollars per annum.
	Grade C. Junior grade engineers and surveyors in responsible charge of work or in charge of designing, and all

¹ This classification was changed by an amendment which went into effect March 1, 1912, and which will appear in the next report.

assistants whose maximum pay does not exceed the rate of sixteen hundred dollars per annum.

Grade D. Senior grade engineers, surveyors and all assistants whose pay exceeds the rate of sixteen hundred dollars per annum.

Grade E. Junior grade draughtsmen and all assistants whose rate of pay does not exceed eight hundred dollars per annum.

Grade F. Senior grade draughtsmen and all assistants whose pay is at the rate of over eight hundred dollars and does not exceed thirteen hundred dollars per annum.

Class 28. Architects and architectural draughtsmen, and all assistants, except laborers and mechanics, in the service of the Commonwealth or any city thereof. Architects.

Class 29. Electricians, electrical engineers, and all assistants, except laborers, in the service of the Commonwealth or any city thereof. Electricians.

Class 30. Pilots and mates in the service of any city.

Class 31. Sanitary engineers.

Class 32. School physicians, medical and physical inspectors, veterinary inspectors, veterinarians and persons doing similar work in the service of the Commonwealth or of any city thereof. Pilots and mates.
Amendment,
Jan. 1, 1911.
Amendment,
Aug. 1, 1911.

QUALIFICATIONS.

RULE 8.

1. An applicant for appointment to any position to which these rules apply must be a citizen of the United States, who has resided in the Commonwealth for one year next preceding the date of his application; and if the application is for appointment to a position in the service of a city, the applicant must also have resided in the city in which he seeks service for six months next preceding the date of his application; but the Commission may waive these restrictions in any case when in its opinion the needs of the public service may so require. Residence of applicants.

RULE 9.

1. No application for appointment will be received from any vendor of intoxicating liquors or any person habitually using intoxicating liquors to excess; or for any person who, Disqualifications for appointment.

within the year preceding his application, has been convicted of any crime against the laws of this Commonwealth; and the name of any such person may be removed from any eligible list.

RULE 10.

Moral
character.

1. A good moral character is an essential qualification, and is of paramount importance in determining an applicant's right to admission to the eligible list.

Burden of
proof.

2. The burden of proof of good character shall in all cases be upon the applicant, who may be required by the Commission to furnish evidence thereof additional to the certificates required in his application.

Applications
may be
cancelled.

3. The Commission may cancel an application, or may suspend the same pending further investigation, or may exclude an applicant from examination, refuse to certify an eligible, or remove his name from any eligible list, upon proof of the existence of any of the following conditions:—

- a. Dismissal of the applicant or eligible from the public service for good cause, or his resignation pending charges.
- b. Criminal, infamous, dishonest, immoral or notoriously disgraceful or dissolute conduct.
- c. Failure to prove good character, as required under this rule.

Applicant
entitled to a
hearing.

4. No action shall be taken by the Commission under this rule without first giving the person affected an opportunity to be heard. Upon a finding of the Commission, a record thereof shall be made, containing a statement of the grounds of its action.

RULE 11.

Requirements.
See 1902,
413.

1. There shall be the following requirements of age, height and weight:—

District Police.

Class 13. a. Applicants for the position of detective must be not less than twenty-five nor over forty years of age at the time of filing the application, and measure not less than five feet seven inches in height and weigh not less than one hundred and thirty-five pounds.

- b. Applicants for the position of boiler inspector must be not less than twenty-five and not over forty-five years of age at the time of filing the application.¹

[There is no requirement as to height or weight.]

- c. Applicants for all other positions of inspector of the District Police must be not less than twenty-five nor over fifty years of age at the time of filing the application,² and must measure not less than five feet seven inches in height and weigh not less than one hundred and thirty-five pounds; *provided, however*, that the limitation as to age shall not apply to veterans.

Police Service.

- Class 14. Applicants for police service in Boston must be not less than twenty-five nor over thirty-three years of age at the time of filing the application, and must be not less than five feet eight inches in height and weigh not less than one hundred and forty pounds.

- Class 15. Applicants for police service in cities other than Boston must be not less than twenty-two nor over forty years of age at the time of filing the application; *provided, however*, that this limitation shall not apply to veterans. In all cases in this class applicants must be not less than five feet seven inches in height and weigh not less than one hundred and thirty-five pounds.

Metropolitan Park Police.

- Class 16. Applicants for metropolitan park police service must be not less than twenty-five nor over thirty-three years of age at the time of filing the application, and must be not less than five feet eight inches in height and weigh not less than one hundred and forty pounds; *provided, however*, that the limitation as to age shall not apply to veterans.

As amended
Sept. 1, 1909.

Prison Service.

- Class 17. Applicants for appointment as officers in the State Prison,³ Massachusetts Reformatory, and Prison Camp and Hospital must be not less than twenty-

¹ See chapters 451 and 465, section 24, Acts of 1907.

² See chapter 375, Acts of 1908.

³ See section 3, chapter 223, Revised Laws.

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five and not over forty years of age at the time of filing the application, and must be not less than five feet seven inches in height and weigh not less than one hundred and thirty-five pounds; *provided, however*, that the limitation as to age shall not apply to veterans seeking appointment as officers in the Massachusetts Reformatory and Prison Camp and Hospital.

Truant Officers.

- Class 19. Applicants for appointment as truant officers in the service of any city must be not less than thirty, and in the city of Boston not over forty-five, years of age at the time of filing the application.

Fire Service.

- Class 20. Applicants for fire service in Boston shall be not less than twenty-two nor over thirty years of age at the time of making application; *provided, however*, that applicants for appointment in the call force of the fire department of Boston, who are serving as call substitutes in said department, may, for the purpose of making themselves eligible under the rules for examination, deduct from their actual age any time not exceeding five years during which they have served in such capacity; and *provided, further*, that applications for appointment to the force may be made by persons serving in the call force who are under forty years of age.

As amended
Jan. 1, 1911.

- Class 21. Applicants for appointment in the fire forces of cities other than Boston shall be not under twenty-two nor over thirty-five years of age at the time of making application. A call man serving in the fire department, however, in making application for the permanent force may deduct from his actual age any time not exceeding ten years during which he has continuously served in such capacity immediately prior to date of application. He may also deduct from his actual age one year for each period of two years during which he shall have continuously served as substitute call man immediately prior to his service as call man; *provided*, that he shall furnish such certificate from the head or heads of the fire department regarding his service as substitute call man as

the Commissioners shall require. In no case, however, shall a call man deduct a time exceeding ten years. A substitute call man serving in the fire department in making application for the call or for the permanent force may deduct from his actual age one year for each period of two years during which he shall have continuously served in such capacity immediately prior to date of application; *provided*, that he shall furnish such certificate from the head or heads of the fire department regarding his service as substitute call man as the Commissioners shall require. In no case shall a substitute call man deduct a time exceeding five years. In estimating the "period of two years" above provided for, any time of service over one year and six months shall be regarded as two years.

2. The Commission may fix an age, weight or height limit, Age, weight and height. or any special qualification in any class; *provided, however*, that except as hereinbefore prescribed, or authorized by law, no age limit shall be fixed so as to exclude a veteran.

APPLICATION.

RULE 12.

1. Applications for positions in the First Division (Official Service) or in the Second Division (Labor Service) shall be on blank forms prescribed by the Commission, and shall contain under oath the information required by law; a statement whether the applicant habitually uses intoxicating liquors to excess; or is a vendor of intoxicating liquors; or has within one year been convicted of any crime against the laws of the Commonwealth; or, if an applicant for the Official Service, whether he has ever been convicted of any crime; and such other information as the Commission may require. Applications, how made.
2. Every applicant for a position in the First Division shall also file such certificates containing such information as to good moral character, health, and physical and mental capacity for doing the public work, as the Commission shall require. Must be supported by certificates.
3. Every applicant claiming preference as a veteran shall Veterans. produce satisfactory evidence of the fact.

Applications,
when made.

4. Applications for appointment to positions in the First Division may be made at any time; if for the service of the Commonwealth or of the city of Boston they shall be filed in the office of the Commission in Boston; for the service of a city other than Boston applications shall be filed with the secretary of the local board of examiners in such city, or at such other place as the Commission shall designate.

Amendment,
Jan. 1, 1911.

5. Persons receiving a provisional appointment to any position in the First Division, Official Service, shall forthwith file an application in accordance with this rule.

RULE 13.

New
application.

1. Any person possessing the required qualifications who has taken an examination may make new application for the same service at any time, and his status shall be determined by the result of the last examination taken.

RULE 14.

Defective
applications
returned.

1. Defective applications will be returned to applicants with a notice to amend the same.

Physical or
other dis-
qualifications.

2. Whenever it appears to the Commission, from the application or from the record of a previous physical examination or otherwise, and whether before or after acceptance of the application, that the applicant is not qualified, physically or otherwise, under the rules and regulations, the application will be rejected, or cancelled, or the name of the applicant will be stricken from the eligible list, and the applicant notified of the reason therefor.

RULE 15.

Reception of
applications
and notice to
applicants.

1. The date of the acceptance of each application shall be endorsed thereon, and the application recorded; and if the applicants for admission to any class are in excess of the number that can be examined at a single examination, the Commission may restrict the examination to the number deemed by it practicable, and applicants will be notified to appear in the order in which their applications have been received; *provided, however*, that veterans shall have precedence in such notification.

2. Applications shall expire at the end of two years from date of reception, unless the time shall be extended by vote of the Commission; but failure by the applicant to appear within such two-year period at any examination when notified shall cancel his application, unless otherwise ordered by the Commission.

Applications,
when they
expire.

FRAUD.

RULE 16.

1. Every false statement knowingly made by any person in his application for examination or for labor registration, and every connivance by him at any false statement made in any certificate which may accompany his application, or the commission of or attempt to commit any fraud under civil service laws or rules or regulations, or any complicity by him in any such fraud, before, during, or after any examination, shall be sufficient cause for excluding an applicant from examination, refusing to certify an eligible or removing his name from any eligible list, or for his removal or discharge after appointment.

Effect of false
statements.

EXAMINATION.

RULE 17.

1. All examinations shall be absolutely impartial, practical in their character, and with paramount regard to matters which will fairly test the relative capacity and fitness of the persons examined for the service which they seek to enter.

Examinations,
character,
notice of.

2. No question in any examination shall relate to political or religious opinions or affiliations, and no appointment or selection to an office, or for employment within the scope of these rules, shall be in any manner affected or influenced by such opinions or affiliations.

Political or
religious
opinions not
to influence
appointments.

3. The examinations shall be held at such times and places as the Commission may designate.

Time and
place of ex-
amination.

4. Each person examined shall be notified of the result of his examination.

Notice of
result.

RULE 18.

1. The subjects of examination may be designated from time to time by the Commission, and shall be such as the needs of the service require, and such as tend to test the qualifica-

Subjects of
examination
designated.

tions of the applicant for the office sought; and for this purpose the Commission may subdivide any of the classes established under the rules.

How graded.

2. Proficiency in any subject shall be credited in grading the standing of the person examined, in proportion to the value of a knowledge of such subject in the position for which the applicant seeks to be examined.

Per centum of proficiency fixed by Commission.

3. No one shall be entitled to be certified for appointment whose standing upon a just grading on the subjects of the examination shall be less than the per centum of proficiency from time to time fixed by the Commission.

Examinations where special skill is required.

4. The Commission may also order examinations upon other subjects of a technical or special character, to test the capacity which may be needed in any part of the classified service which requires peculiar information or skill.

RULE 19.

Physical examinations.

1. Where, in the opinion of the Commission, physical qualifications are necessary, or desirable to test the fitness of applicants in any class, or the special fitness of applicants for any particular position, it will provide for examinations to determine them.

By whom made.

2. The examinations to test the physical qualifications of applicants shall be made by the Physical Inspector, or by such other physician as the Commission shall determine; and the results of such examination shall be certified on blanks furnished by the Commission.

Additional physical examination.

3. Any applicant who shall have passed an examination, either educational or physical, may before certification be required to undergo such further physical examination as the Commission may from time to time prescribe, adapted to ascertain his fitness for the position to be filled.

ELIGIBLE LIST.

RULE 20.

When examined, applicants shall be graded.

1. Persons examined shall be marked and graded, and shall have their grade entered upon an eligible list. Separate eligible lists may be kept of those seeking to enter any part of the service in which special qualifications are required.

2. Every veteran applying for appointment without examination, who shall have furnished satisfactory evidence that he possesses the qualifications claimed in his application, shall have his name entered upon an eligible list without examination.

Veterans eligible without examination. Amendment, Feb. 15, 1897.

3. No person shall remain eligible for more than two years upon any eligible list unless the Commission shall by vote continue the eligibility beyond said period.

Eligible two years.

4. Any person whose appointment has been legally made, or authorized, from the eligible list under the Civil Service Rules, and who has been suspended, may, at any time within one year from such suspension, have his name restored to the list from which he was appointed for the remainder of the two years from the time when his name was placed upon such list.

As amended Jan. 1, 1911.

5. Any person discharged during the probationary term, without fault or delinquency on his part, may, at any time within six months from such discharge, have his name restored to the eligible list from which he was appointed for the remainder of the two years from the time when his name was placed upon such list.

Amendment, Jan. 1, 1911.

REQUISITION AND CERTIFICATION.

RULE 21.

1. Whenever there is a vacancy to be filled in the classified service, the appointing officer shall make requisition upon the Commission for the names of eligible persons.

Requisition.

RULE 22.

1. Whenever any appointing officer shall make requisition not expressly calling for women, the Commission shall certify from such list as it shall deem suitable only the names of all veterans who have passed the examination for the position sought, in the order of the respective standing of such veterans upon the eligible list, and the position, if filled, must be filled by the appointment and employment of some veteran so certified, and in case there is no such veteran upon the list, then the Commission shall certify, from such list as it shall

Certification of eligible persons.

deem suitable, the names of the three persons most eligible. If in any requisition a request shall be made for the certification of persons possessing a special qualification or experience, the Commission may in its discretion include in the list of names certified the name of one or more persons possessing such special qualification or experience.

Certification
of veterans.

2. Whenever any appointing officer shall in the requisition so request, the names of any or all eligible veterans shall be certified, and any of the veterans so certified may be appointed and employed in the office or position sought.

When certifi-
cation be-
comes void.

3. Unless an appointing officer shall, within four weeks of any certification of names to him by the Commission, make and notify the Commission of an appointment from the names certified, the certification shall become void, unless said period of four weeks is extended by vote of the Commission.

Pay and
duties stated.

4. Appointing officers shall in the requisition certify the amount or rate of pay or salary to be given, and, if requested by the Commission, the exact nature of the duties to be performed.

RULE 23.

Certification
of firemen.

1. Certifications to fill vacancies in any position in Class 21 shall be subject to the following provisions:—

- a. Whenever any appointing officer shall make a requisition to fill a vacancy in the position of call man, and a request is made for the certification of persons having had experience as substitute call men, the Commission shall, so far as practicable, include in the names certified the name of at least one person for each vacancy having had such experience as substitute call man; *provided*, that said substitute call man shall furnish such certificate from the head or heads of the fire department regarding his service as the Commission may require.
- b. If in any requisition for a call man a request is made for the certification of applicants from a stated locality in the city, the Commission shall, so far as practicable, include in the names certified the name of at least one person for each vacancy from such locality.
- c. Whenever any appointing officer shall make a requisition to fill a vacancy in the position of permanent fireman,

and a request is made for the certification of persons having had experience as call men, the Commission shall, so far as practicable, include in the names certified the name of at least one person for each vacancy having had such experience as call man (provided such experience shall have been for the period of at least one year).

- d. If in any requisition for a permanent fireman a request is made for the certification of persons having had experience as drivers or engineers, the Commission shall, so far as practicable, include in the names certified the name of at least one person for each vacancy who appears to have had such experience.

RULE 24.

1. No person on any register shall be certified more than three separate times for the same position, except upon the request in writing of the appointing officer or by vote of the Commission.

No person to be certified more than three separate times, except, etc.

2. On any requisition to fill a vacancy or vacancies, certification shall be made as follows:—

Certification, method of.

For 1 vacancy,	3 names.	For 11 vacancies,	19 names.
2 vacancies,	4 "	12 "	20 "
3 "	5 "	13 "	23 "
4 "	8 "	14 "	24 "
5 "	9 "	15 "	25 "
6 "	10 "	16 "	28 "
7 "	13 "	17 "	29 "
8 "	14 "	18 "	30 "
9 "	15 "	19 "	33 "
10 "	18 "	20 "	34 "

for each multiple of three vacancies, the same multiple of five names; for one vacancy over a multiple of three, three names additional to those prescribed for such multiple; for two vacancies over a multiple of three, four names in addition to those prescribed for such multiple; *provided, however*, that veterans shall be certified as hereinbefore provided.

3. Whenever an appointing officer, who shall have made a requisition to fill a certain number of vacancies, shall appoint

Appointments from list certified.

MASSACHUSETTS CIVIL SERVICE.

a smaller number than that of the vacancies named by him, he shall not make the selection from the whole number certified to him, but only from that number of names standing highest upon said list that would have been certified to him had the requisition stated the number of vacancies which he actually filled.

RULE 25.

Sex.

1. If any law, regulation or requisition, or if, in the opinion of the Commission, the nature of the duties to be performed, shall call for persons of one sex, those of that sex shall be certified.

RULE 26.

Certification
of additional
names.

1. Upon proof satisfactory to the Commission of the advisability of so doing, it may certify an additional name or names.

APPOINTMENT.

RULE 27.

Appointment.

1. No person shall be appointed to or employed in a position in the Official Service or in the Labor Service except in the manner provided in these rules.

2. No appointing officer shall fill a vacancy in such a position except by the appointment or employment of a person from the list certified under these rules, or in such other manner as the Commission may authorize under the rules.

3. No person shall be regarded as appointed within the requirement of these rules unless he accepts the position, and is actually employed.

RULE 28.

Original ap-
pointments
shall be for a
probationary
period.

1. Every original appointment and employment for permanent service in the First Division shall be for the probationary period of six months; at the end of which time the probationer shall be regarded as holding office or employment under the Civil Service Law and Rules, unless the appointing officer at or before the expiration of said period discharges the person appointed and notifies the Commission to that effect.

2. There shall be no increase of pay, or change of duties, of the probationer unless the Commission shall otherwise decide; and in case of such increase of pay, or change of duties, the Commission may cancel and declare void the certification under which the appointment was made, and thereupon the employment shall cease.

Increase of
pay or change
of duties.
As amended
Jan. 1, 1911.

RULE 29.

1. In the selection from the persons whose names are certified by the Commission, the appointing officer, if he so desires, will be allowed to examine the applications, the certificates and examination papers of the persons certified; and, in the exercise of his responsible power of selection, he may summon personally before him the certified persons for such inquiries as he may deem proper.

Appointing
officer to be
furnished with
examination
papers, etc.

NON-COMPETITIVE APPOINTMENT.

RULE 30.

1. If there is no suitable eligible list, or if the Commission is unable to comply with a requisition, it may authorize the appointing officer to select a suitable person, who shall be subjected to a non-competitive examination, and, if found qualified, shall be certified for appointment.

Non-com-
petitive
examination.

2. No person who shall have failed to pass a non-competitive examination held under these rules, or held under the provisions of any special statute, will be given another non-competitive examination for the same position within six months.

No re-exami-
nation within
six months.

PROVISIONAL APPOINTMENT.

RULE 31.

1. Instead of authorizing an appointment on non-competitive examination, the Commission may in its discretion authorize the appointing officer to make a provisional appointment, subject to such conditions and qualifications as the Commission shall deem suitable. And the appointing offi-

Provisional
appointment.
As amended
Jan. 1, 1911.

cial shall cause the provisional appointee to file forthwith an application in accordance with the Civil Service Rules.

When it shall
terminate.
As amended
Jan. 1, 1911.

2. All provisional appointments authorized by reason of the non-existence of a suitable eligible list, or otherwise, shall be subject to the condition that they shall terminate upon establishment by open competitive examination of such a list, and that they may be terminated by the Commission prior thereto: *provided, however*, that if an appointing official shall notify the Commission in advance that he desires to enter into a contract of employment of a person for a fixed period of not more than six months, the Commission may, upon cause shown, authorize a provisional appointment for such period, not exceeding six months.

Conditions
shall not
change.
As amended
Jan. 1, 1911.

3. Any alteration in the nature of the employment of the provisional appointee, either by increase of salary or change of duties, shall at once terminate his provisional appointment; but upon notice of such alteration, the Commission may assent to the same if no suitable eligible list then exists, and such assent shall be deemed to constitute a new provisional appointment.

Conditions
shall not
change.
As amended
Jan. 1, 1911.

4. In case a provisional appointee shall have served continuously for twelve months from date of appointment after authorization by the Commission, and for twelve months from date of the assent of the Commission to any increase of salary or change of duties, and in case no suitable eligible list, in the opinion of the Commission, shall have been established after open competitive examination within such period of time, the Commission shall authorize the appointing officer to make such appointment permanent if he shall file with it a certificate in such form as it shall prescribe to the effect that the provisional appointee is duly qualified for the position, that his services have been entirely satisfactory, and that the best interests of the city or of the Commonwealth will be served by such permanent appointment. No transfer will be allowed of a person so appointed in case a suitable eligible list for the position to which the transfer is to be made exists at the time of the request for such transfer; or except upon

the consent of the Commission and under the provisions of the Civil Service Rules relating to transfers.

5. No person holding a position exempted from civil service classification shall be appointed to a position within the classification except in accordance with the Civil Service Law and Rules; *provided, however*, that if the pay attached to the classified position is nominal and the duties incidental to those of the unclassified, in the opinion of the Commission, the Commission may treat such appointment as provisional, and allow the employment to continue while the pay and the duties thereof remain unchanged and while such person is holding the unclassified position.

When a person holds exempted position, etc.

RULE 32.

1. Every appointing officer shall give notice in writing forthwith to the Commission of the name, salary and place of residence of any person appointed and employed in a position, and of the transfer, promotion, resignation, removal, change in the duties, increase of pay, discharge, suspension, reinstatement under the rules, leave of absence or death of any person serving under him, with the date thereof.

Commission to be notified of persons selected, etc. As amended Jan. 1, 1911.

REAPPOINTMENT AND REINSTATEMENT.

RULE 33.

1. No examination shall be required upon a reappointment of any person to the same office immediately upon the expiration of his term of office.

Reappointment, no examination for. Amendment, Feb. 15, 1897.

2. Whenever a position in the First Division, Official Service, is abolished or made unnecessary, or whenever the number of positions of a certain character in any department or under any appointing officer is reduced, whereby any person legally holding such position is separated from the service without fault or delinquency on his part, the name of such person, on due notification of the fact of such separation sent to the Commission by the appointing officer, shall be placed by the

Reinstatement of persons dismissed. As amended June 1, 1911.

Commission on a Special List; and his name shall remain on such Special List for a period of two years from the date of such separation; *provided, however*, that this shall not apply to persons originally employed on requisitions for temporary service, or to provisional appointees. Thereafter, on requisition to fill any position, which in the judgment of the Commission can be filled from such Special List, the Commission, before certifying from the regular eligible list, shall certify from the Special List the names of persons then standing thereon in the order of the dates of their original appointment, and appointment shall be made from the names so certified unless the appointing officer shall request that certification be made from the regular eligible list.

Suspension.
As amended
June 1, 1911.

3. After application to and consent of the Commission, and within one year from the date of resignation, dismissal, discharge or suspension, an appointing officer may reinstate in the same position, or in a position in the same class and grade, any person who has resigned, or who has been dismissed, discharged or suspended without fault or delinquency on his part, from a permanent position legally held by him in the First Division, Official Service.

As amended
June 1, 1911.

4. No person who has been dismissed, discharged, suspended or otherwise separated from the service, without fault or delinquency on his own part, can be reinstated except as provided in Sections 2 and 3 of this Rule, or unless, after hearing and for cause shown, the Commission shall otherwise decide.

As amended
Jan. 1, 1911.

5. Any person appointed or elected to an unclassified position while holding a classified position may, with the consent of the Commission, within six months after ceasing to hold the unclassified position, be reappointed without further examination to a position in the same class in which he previously served.

TEMPORARY APPOINTMENT.

RULE 34.

1. No person shall be appointed to or employed in temporary service, whether the same is paid by time for work done, by the piece, or in any other manner, except after requisition and certification, or authority by the Commission, as prescribed by these rules.

Temporary service.

2. No person shall be certified for temporary employment for a period of more than six months; but at the expiration of such period upon receipt of a new requisition the Commission may order a renewal certification for a like period, and similarly renew the same from time to time.

For more than six months.

3. A person certified for temporary employment to boards of assessors, or other departments in which temporary employment is regularly recurrent at stated periods, may within one year from the cessation of such employment be again employed in such position, provided that the appointing officer shall have stated in his original requisition that the appointment is to be made for such regularly recurrent temporary employment.

Temporary appointments by boards of assessors, etc.

4. If under such certification for temporary employment, or under such renewal certifications, any person shall have been actually employed for twenty-four months in the position to which he was certified, the Commission may in its discretion authorize the appointing officer to make such employment permanent.

When employed twenty-four months or more.

5. No person serving temporarily, or as a substitute, special or supernumerary official, under whatever designation, in any position in the Official Service, shall be appointed to any permanent position without requisition and due certification.

Substitutes, specials and supernumeraries.

6. The acceptance by an eligible of a temporary appointment shall not affect his standing on the eligible list for permanent appointment.

Amendment.
Jan. 1, 1911.

EMERGENCY APPOINTMENT.

RULE 35.

Emergency.

1. In case of an emergency, which could not have been foreseen, and where the public business would suffer from delay in filling the position in the manner provided in these rules, the appointing officer may make an emergency employment without requisition; but in no case shall such emergency employment continue for more than ten days, and in every such case he shall report the same to the Commission forthwith, stating the reason therefor, in such form and detail as the Commission may prescribe, and the time not exceeding ten days for which such employment is to last. No re-employment or further employment shall be allowed at the end of such period, except by consent of the Commission.

POLICE APPOINTMENTS.

RULE 36.

Reserve
police.

1. Where a reserve police force has been established by law in any city, any appointment to the permanent force shall be made from those persons who have served at least six months upon the reserve force, and if there are no such persons, appointments may be made either from the reserve force or from the eligible list. No further examination or certification shall be required in cases of appointment from the reserve to the permanent force.

TRANSFER.

RULE 37.

Transfer.

1. Any person duly certified and actually employed for at least one year (including the time of probationary service) in any classified position may, after written application to the Commission by the respective appointing officers and upon consent of the Commission, be transferred to a similar position in the same or another department, office or institution without examination, or to a different position in the same or another department, office or institution upon non-competitive examination; *provided*, that in any event the person so

to be transferred shall at the time of transfer possess the qualifications required for an original appointment for the new position.

2. No person who was, or is, certified for temporary employment shall be eligible for transfer to a permanent position unless he shall have been actually employed in such position for twenty-four months, and shall comply with the provisions of the preceding section.

When certified for temporary employment.

PROMOTION.

RULE 38.

1. In the First Division, Official Service, a promotion from one grade, as fixed by the rules or determined by the Commission, to another grade in the same class, shall not be valid until the candidate or candidates for promotion shall have been subjected to a competitive or non-competitive examination, as the Commission may decide (except as otherwise required by law), and until the promotion shall have been authorized by the Commission. So far as practicable, promotions shall be made by successive grades; and no person shall be designated for promotion or examined until he shall have served at least one year (including the probationary term) in the lower position.

Promotion.
As amended
Jan. 1, 1911.

2. No promotion or transfer from the call to the permanent fire force shall be allowed except after open competitive examination with all applicants for said force. No examinations shall be required for promotion of call men within the call force.

Fire service.
Amendment.
Nov. 15, 1906.

3. No special or substitute police officer, or person doing temporary police duty, under whatever designation, other than a member of the reserve police force established by law, shall be promoted to the regular or permanent force, or assigned to permanent duty, except after open competitive examination with all applicants for said force.

Police service.

4. In all cases of promotion under this rule, any veteran in the grade from which the promotion is to be made shall be entitled to apply for examination, and upon passing the examination shall be preferred in such promotion.

Veterans preferred in promotion.
Amendment.
Sept. 1, 1900.

Failure in non-competitive examination.

5. No person who shall have failed to pass a non-competitive examination for promotion will be given another examination for promotion to the same position within six months.

CERTIFICATION OF PAY-ROLLS.¹

RULE 39.

When employment is in violation of law.

1. If the Commission shall find that the appointment or employment of any person named in any pay-roll, bill or account of the city of Boston is in violation of law, it shall designate specifically the name of such person; and payment of any salary or compensation to such person shall not be made by the treasurer or other fiscal officer of the city of Boston until such officer shall receive notice in writing from the Commission that said payment is duly approved by it; *provided, however,* that the failure of the Commission to approve payment to any person so specially designated shall not prevent the payment to any other persons named in said pay-roll, bill or account of their respective salary or compensation.

Certificate, construction of.

2. The affixing by the Commission of the certificate provided for by law to any pay-roll, bill or account shall be construed only as approval of the payment of the salary or compensation specified to the persons appearing on such pay-roll, bill or account, and shall not constitute any authorization by the Commission of any subsequent payment of salary or compensation to the persons whose names appear on such pay-roll, bill or account, and shall not prevent or preclude the Commission from withholding its certificate from any subsequent pay-roll, bill or account with respect to any persons whose names appear thereon, if at any time it shall appear to the Commission that the appointment or employment of such person is in violation of the law.

When legality of employment is in doubt.

3. In case of doubt as to the legality of the appointment or employment of any person named on any pay-roll, bill or account, the Commission may give its qualified approval of the payment of the salary or compensation of such person, pending final decision.

¹ See chapter 210, Acts of 1908.

OFFICES NOT INCLUDED IN RULES.

RULE 40.

1. Upon the request of any officer or board having the power of appointment to any office or position in the service of the Commonwealth or any of the cities thereof, to which these rules do not apply, the Commission will furnish names from any list of eligible persons to fill a vacancy in such office or position; or it will, whenever practicable, hold competitive or non-competitive examinations for such office or position.

Applicants for offices not covered by rules may be examined.

SECOND DIVISION. — THE LABOR SERVICE.

RULE 41.

1. The Labor Service shall be subject to the provisions of the foregoing rules in so far as they are not inconsistent with the following rules especially applicable to such service.

Second Division, Labor Service.

2. The Labor Service shall be divided into three classes: (1) Laborers; (2) Skilled Laborers; (3) Mechanics and Craftsmen. Male persons doing any form of labor not included, in the opinion of the Commission, within the classification of the First Division, or Official Service, shall be deemed to be in the Second Division, or Labor Service.

Classification.

3. The Commission shall provide for the registration and certification of laborers in the city of Boston, and in other cities to which the labor rules are or may become applicable.

Registration.

4. The Commission may, in its discretion, discontinue registration and certification whenever a city shall fail to appropriate such sum of money as, in its opinion, is necessary to provide for the full enforcement of all rules and regulations relating to the labor service of such city. Notice of its action in each case shall be certified to the authorities of such city, and shall be published in one or more newspapers therein.

Commission may discontinue registration.

LABOR APPLICATION.

RULE 42.

1. Laborers shall apply for registration at the civil service labor office in the city where they seek employment. In the city of Boston they may file their applications on any week

Where registered.

day other than Saturdays and legal holidays between such hours as the Commission shall prescribe, and in other cities on such days and between such hours as the Commission shall prescribe.

Applications
under oath.

2. Applications shall contain under oath the information hereinbefore required under these rules, together with a statement of the family depending on the applicant for support (giving name, age and relationship), personal description of the applicant, and such further information as the Commission may require.

Laborers,
how
registered.

3. Every applicant shall also file certificates signed by at least two reputable citizens, containing such information as to his capacity for labor, and his habits, industry and sobriety, and such further information as to his present character and qualifications, as the Commission shall require.

Additional
certificates.

4. When the applicant desires to be registered for any service other than that of common laborer he will be required to furnish a certificate from such number of competent persons as the Commission may require of his ability to do the kind of work for which he alleges capacity and for which he desires to be certified, and he may be required to file additional certificates of capacity for special service.

Certificate
from employ-
ing officer.

5. No certificate from an employing officer in regard to the capacity of a laborer applying for registration shall be received unless the laborer has been legally employed in the department, and the employing officer has an official knowledge of his capacity.

Commission
may require
additional
tests.

6. The Commission may at its discretion, in addition to the certificates above required, provide and require practical tests or examinations regarding the physical and other qualifications of any applicant for the work for which he desires to be certified.

LABOR REGISTRATION.

RULE 43.

Registration.

1. Applicants who file the certificates required by these rules, and satisfactory to the Commission, and who qualify after such practical test or examination as the Commission may prescribe, shall be registered in order of date of applica-

tion on the eligible list or lists for which they so qualify on the first Mondays in February, May, August and November in each year.

2. In case any applicant is found by the Commission to be unfit or in any way disqualified to perform the service which he seeks, or in case he shall present a certificate inconsistent with his application or previous certificate, his name shall not be entered on the register; and, if on the register, it shall be removed therefrom, and the reason shall be endorsed on the application.

Removal
from
register.

3. No applicant shall remain eligible for more than one year from date of registration, unless he shall make personal application for a renewal for a further period of one year within such time as the Commission shall prescribe. The Commission for due cause may reject any application for renewal.

To remain
eligible one
year.

LABOR REQUISITION AND CERTIFICATION.

RULE 44.

1. When laborers are required, the employing officer shall make requisition upon the Commission, stating the number of men wanted, the precise nature of the labor in which they are to be employed; the time and place and probable duration of employment and the pay to be given. Upon such notice, the Commission shall certify the names of any and all veterans upon the suitable eligible list, and the employment must be made from the list so certified; *provided*, that, after the employment of veterans, in case there is not a sufficient number of veterans so registered and qualified for the required labor, the Commission shall certify twice the number of men called for, over and above the number of veterans, if any, certified, making an impartial selection, giving preference, however, to those having families dependent upon them for support.

Requisition
and certifica-
tion.

2. In case the employing officer shall request in his requisition the certification of persons with experience in the department, the Commission shall give preference in certification (subject to the above preference to veterans) to all persons who have served six months in the department in the same

Requisition
for experi-
enced per-
sons.

position to fill which requisition is made, and who have not been removed or discharged for cause, or who have resigned without charges pending.

Requisition
for young
men.
Amendment.
Feb. 15, 1897.

3. In case the employing officer shall in the requisition certify that the labor to be performed is so arduous as to require the services of young and vigorous men, and shall designate a maximum age limit, the Commission may in its discretion recognize such age limit.

When
unable to fill
requisition.

4. Whenever the Commission shall be unable to fill a requisition, it may authorize the employing officer to make the selection. The persons so selected shall, before being employed, present themselves at the civil service labor office in their city for registration in the manner and under the rules and regulations prescribed for applicants, and be certified by the Commission; and such persons shall not be employed at any other kind of work than that for which they were so selected, until after they shall have been continuously so employed for at least one year, and shall have passed such test or examination as the Commission may require for the new employment.

LABOR EMPLOYMENT.

RULE 45.

Employment
from list cer-
tified.

1. The selection and employment shall be made from the list certified, and the employing officer shall, before selecting or employing any other person, first employ from the list of veterans certified, and the names of those employed shall be returned to the Commission within twenty-four hours after such employment.

Certification
of veterans.

2. Whenever the employing officer shall request the certification of any or all veterans registered for any particular kind of work, they shall be certified, and any of the veterans so certified may be employed.

Method of
selection.

3. Whenever an employing officer, who shall have made a requisition for a certain number of laborers, shall employ a smaller number, he shall not make the selection from the whole list certified to him, but only from that number of names standing highest on the list that would have been certified to him had the requisition stated the number of men

which he actually employs under the certification, except in the case of the certification of veterans, when he may employ any veteran certified.

4. Upon proof to the Commission that a person certified as a laborer is unsuitable for the work, it may certify an additional name.

Certification of additional names.

5. Every person employed after certification shall fill out and file with his employing officer a declaration sheet containing such information as to his personal identity and otherwise as the Commission may require.

Declaration to be filed.

6. When the employing officer has selected and employed such of the persons certified as he may require, he shall within twenty-four hours after their employment return to the Commission a list of the persons, so selected and employed, stating the kind of work for which they have been employed, together with the registry numbers and the declaration sheets of the persons employed, duly filled out and signed by such persons.

Return of persons employed.

7. In case any of the persons certified fail to respond, or decline the employment offered, or withdraw from the service without good cause, the names and registry numbers of such persons shall be returned to the Commission, with a statement of the facts; and the names of such persons shall be taken from the register, unless a satisfactory explanation of the failure or refusal to work is given.

When persons certified fail to respond.

EMERGENCY APPOINTMENT.

RULE 46.

1. In case of an emergency which could not have been foreseen, where the public business would suffer from delay in filling the position in the manner provided in the preceding rules, but not including vacancies caused by vacations or other regularly recurring or anticipated vacancies, the appointing officer may make an emergency employment without requisition; but in no case shall such emergency employment continue for more than five days, and in every such case he shall report the same to the Commission within twenty-four hours, stating the reason therefor, in such form and detail as the Commission may prescribe, and the time not exceeding five

Selection in cases of emergency.

days for which such employment is to last. No re-employment or further employment shall be allowed at the end of such period, except by consent of the Commission.

SUSPENSION AND ABSENCE.

RULE 47.

Suspensions.

1. All suspensions and leaves of absence shall be reported to the Commission forthwith by the appointing officer.

Suspension
for six
months.

2. Any laborer suspended or given leave of absence and not actually employed in the department shall at the end of six months be held to be discharged, unless the Commission after hearing and for cause shown shall otherwise decide; *provided, however,* that this shall not apply to veterans.

Absence with-
out leave.

3. Absence without leave for a period of three days, unless it be shown to the Commission that such absence was unavoidable, shall be held to be a resignation; *provided, however,* that this shall not apply to veterans.

Suspensions
within three
months.

4. If a person is suspended or given leave of absence within three months from date of employment, his name, at his request, may be restored to the eligible list within one year from date of registration for the remainder of his one-year period of eligibility.

TRANSFER.

RULE 48.

Transfer.

1. No transfer of laborers from one department to another shall be allowed except by consent of the Commission, and after hearing of both heads of departments and good cause shown; and no transfer in any case shall be allowed of a laborer unless he shall have been continuously employed in the same work in the same department for which he was certified for at least three months immediately prior to the date of transfer.

REINSTATEMENT.

RULE 49.

Reinstatement.
Amendment.
Feb. 15, 1897.

1. Any laborer who shall be found by the Commission to have been dismissed or separated from the service without fault or delinquency on his part, may, upon request of the

employing officer, be reinstated in such service in the same department within three months next following such dismissal or separation.

CHANGE OF DUTIES.

RULE 50.

1. No laborer shall be employed in work other than that for which he is certified until after actual and continuous employment therein for at least one year, and after passing such test or examination as the Commission may require for the new employment; *provided, however*, that this shall not apply to veterans.

Not to be employed in work other than that for which certified.

LABOR DISCHARGE.

RULE 51.

1. When a person is discharged from the labor service for "loitering," "incompetence," "insubordination," "unsatisfactory work," or any equivalent cause, unless the charge is disproved, he shall not be eligible for registration again for a period of at least six months from the date of such discharge. At the end of that time he can apply for registration on the same basis as other citizens; and, in case he is registered, he shall not be eligible to certification to the department from which he was discharged except with the written consent of the head of that department.

Discharges.

2. When a person is discharged from said service for "intoxication," and the charge is not disproved, he shall not be eligible for registration again for a period of at least a year from the date of such discharge; and his registration then will be subject to the conditions above prescribed.

When discharged for intoxication.

3. In case a person is discharged a second time for good cause, he shall not be eligible for registration again except by vote of the Commission.

When discharged a second time.

RULE AS TO HEADS OF DEPARTMENTS IN THE CITY OF BOSTON, UNDER ACTS OF 1909, CHAPTER 486, IN FORCE FEB. 1, 1910.

RULE.

1. The Civil Service Commission, upon receiving from the city clerk a certified copy of the certificate of appointment by the mayor, shall defer action thereon for at least seven days.

2. Upon receipt of the said copy of certificate of appointment the Civil Service Commission shall make such inquiry concerning the training, experience, character and qualifications of the appointee as it judges necessary.

3. Upon request from the Civil Service Commission, the mayor shall furnish to it such information as it may call for relating to the age, residence, experience, training, character and qualifications of the appointee; and he shall forward to it any and all correspondence, papers, petitions, recommendations and protests in his possession relating to the appointee, all of which shall be returned to the mayor within thirty days after receipt from the city clerk of said copy of certificate of appointment.

4. The city council and city clerk of Boston, and all commissioners and commissions appointed by the Governor shall, upon request from the Civil Service Commission, furnish to it such information as it may call for relating to the age, residence, experience, training, character and qualifications of the appointee.

5. In case of any disagreement among the members of the Civil Service Commission as to approval of any appointment, the vote of a majority shall constitute the action of the Commission; but in case at any meeting a vote shall be taken and shall fail to result in a unanimous decision, the Civil Service Commission shall defer final action for at least one day; *provided, however*, that such final action shall in any event be taken within the thirty days provided for in section 10 of the act.

Pursuant to the authority conferred by section 6 of chapter 19 of the Revised Laws, the Civil Service Commissioners have prepared the following amendment and alteration of the Civil Service Rules:—

AMENDMENT TO CIVIL SERVICE RULES.

CIVIL SERVICE.

Rule 7 is hereby amended by inserting in section 1 the following:—

Class 32. School physicians, medical and physical inspectors, veterinary inspectors, veterinarians and persons doing similar work in the service of the Commonwealth or of any city thereof.

(Signed) CHARLES WARREN,
FRANK FOXCROFT,
ELMER L. CURTISS,
Civil Service Commission.

APRIL 28, 1911.

Approved in council, May 17, 1911.

(Signed) E. F. HAMLIN,
Executive Secretary.

A true copy. Attest:

WARREN P. DUDLEY,
Secretary Civil Service Commission.

In accordance with the provisions of section 8 of chapter 19 of the Revised Laws, notice is hereby given that the foregoing amendment to the Civil Service Rules will take effect on the first day of August, 1911.

By order of the Civil Service Commission,

WARREN P. DUDLEY,
Secretary.

MAY 25, 1911.

REGULATIONS FOR THE LABOR SERVICE OF THE CITY OF BOSTON.

[SEPT. 29, 1908.]

Ordered, That the following regulations as to applicants for the labor service in the City of Boston be adopted under the Civil Service Rules, to take effect Oct. 1, 1908.

1. Applicants for the labor service in the City of Boston shall be registered in the following classes and upon the following lists only:—

CLASS I. — LABORERS.

List No. 1. — Common Laborers (including boys).

CLASS II. — SKILLED LABORERS.

List No. 1. — Bracers, Derrickmen and Riggers.

List No. 2. — Building Laborers (including concrete, asphalt, mortar, cement and granolithic mixers; concrete, asphalt, mortar, cement and granolithic workers; masons' tenders; hod carriers; brick cullers; stone sorters; panmen; tar boilers; pebble heaters; and similar positions).

List No. 3. — Chauffeurs.

List No. 4. — Chiefs' Drivers.

List No. 5. — Cooks (including bakers, meat cutters, and similar positions).

List No. 6. — Life Guards and Helpers.

List No. 7. — Drivers and Stablemen.

List No. 8. — Elevator Men.

List No. 9. — Gardening Laborers (including all forms of gardeners, farmers, and gardening and farming laborers).

List No. 10. — Helpers.

Amendment,
Oct. 7, 1910.

- List No. 11. — **Lamplighters.**
- List No. 12. — **Ledgemen and Drillmen.**
- List No. 13. — **Mariners** (including deck hands and wharfingers).
- List No. 14. — **Moth Destroyers.**
- List No. 15. — **Paving Laborers.**
- List No. 16. — All other skilled laborers not included in any other class.

CLASS III. — MECHANICS AND CRAFTSMEN.

- List No. 1. — **Blacksmiths** (including horseshoers, horse clippers and locksmiths).
- List No. 2. — **Carpenters and Woodworkers** (including cabinet workers; stair builders; mill workers; carriage, wagon, boat and ship workers; lathers; coopers; and all similar positions).
- List No. 3. — **Electrical Laborers.**
- List No. 4. — **Engineers** (including third-class stationary, hoisting and portable, and marine engineers, and all engineers other than those classified in the First Division, Official Service).
- List No. 5. — **Firemen** (including stationary and marine firemen).
- List No. 6. — **Machinists.**
- List No. 7. — **Masons** (including all forms of masons and plasterers).
- List No. 8. — **Metal Workers** (including structural iron workers, sheet iron workers, moulders, brass workers, coppersmiths, plumbers, steam-fitters, gas-fitters, tinsmiths, boiler-makers).
- List No. 9. — **Oilers.**
- List No. 10. — **Painters** (including painters of all kinds, glaziers, kalsominers, whitewashers, and similar positions).
- List No. 11. — **Stone and Marble Workers.**
- List No. 12. — **Special List** (including mechanics or craftsmen who, in the opinion of the Commission, cannot be registered on any of the preceding lists).

2. The Commission may from time to time abolish any of the above lists or establish additional ones.

APPLICATIONS.

3. An applicant may designate in his application paper any position or positions whatever, in the City Labor Service, for which he desires to apply. He will be registered, however, only on such one or more of the foregoing lists as the Commission shall decide to be the most suitable, after investigation of his qualifications as shown in his application paper and accompanying vouchers, and after such physical and practical tests as the Commission may require. No applicant will be registered in Class III., Special List, except upon special order of the Commission.

4. An applicant may file application, or renew the same, between 9 and 1 o'clock on any week day, except Saturdays and holidays, and at any time on a regular registration day; and upon such filing or renewal he will be given a card bearing his application number and a statement of the dates when he will be registered and when his eligibility will expire.

5. An application paper or voucher which contains any statement inconsistent with a former application paper or voucher will not be received, except upon special vote of the Commission; any such inconsistent statement and any false statement knowingly made by the applicant will be deemed by the Commission sufficient ground for his exclusion from registration or removal from the register.

6. Not less than two vouchers as to character will be required from all applicants, and additional vouchers may at any time be required by the Commission.

7. No applicant shall be registered for any position in Class II. (Skilled Laborers), except gardener and stableman, unless he shall have been actually employed in the kind of work for which he applies for at least one year; and no applicant shall be registered for any position included in Class III. (Mechanics and Craftsmen), or for the positions of gardener and stableman, unless he shall have been actually employed in the kind of work for which he applies for at least three years.

The qualification of any applicant in Class II. and Class

III. shall be proved to the satisfaction of the Commission in one of the three following ways:—

(a) An applicant furnishing a voucher from his present employer, or latest employer, in the kind of work for which he applies, showing that he has performed satisfactorily for the time stated above the kind of work for which he applies, will be registered without further proof required. All such qualification vouchers shall be signed by the employer personally, or, in case of a corporation, by an officer thereof not lower than the grade of superintendent; and they may, in any case, be required by the Commission to be under oath.

(b) If an applicant does not furnish such a voucher, the Commission will write to those employers whose names are given by the applicant in his answer to the experience question on the application paper, and if satisfactory answers are received showing the requisite period of employment required above, the applicant will be registered.

(c) If satisfactory answers are not received from employers, the applicant must satisfy the Commission of his qualifications for the kind of work for which he applies by such other evidence or practical proof as the Commission shall require.

8. An applicant for the position of chauffeur in Class II. shall have been employed for at least three months of the required one year's employment on the particular kind of car (gasolene, steam or electric) for which he wishes to register. The applicant shall also hold a professional chauffeur's license, issued by the Massachusetts Highway Commission, which shall never have been suspended, revoked or cancelled.

Amendment.
Jan. 1, 1911.

9. Every applicant shall file as a part of his application paper a detailed statement as to his record of arrests and convictions (if any), which statement shall be under oath. The fact that an applicant has been convicted (unless within one year immediately prior to date of application) shall not necessarily exclude him from registration; but if he has a record of arrests and convictions, he may be obliged to furnish further proof, satisfactory to the Commission, that he is a

Amendment.
Jan. 1, 1911.

person of good moral character, and not a habitual user of intoxicating liquors.

Amendment.
Oct. 7, 1910.

10. After the first Monday of November, 1910, all applicants who file new applications and who renew applications for registration for the Labor Service of the City of Boston will be given a physical examination. Applicants will be examined by the Physical Inspector, if practical, before the next date established by the regulations for registration, following the date of application. If not examined before such registration date, an applicant will be registered subject to the condition that, if he fails to pass the physical examination given after such registration date, his name will be removed from the registration list.

Men will be given due notice to appear for such physical examinations in order of date of filing applications; *provided, however*, that men filing renewals within the thirty days provided by the regulations will be notified to appear for such examinations ahead of other applicants.

No man who fails to appear at the physical examination when notified will be certified for employment, but he will receive a notice to appear at the next physical examination. If he fails again to appear, his name will be stricken from the list, unless for cause shown the Commission shall otherwise order.

The physical examination will relate in general to:—

- (a) Measurements, weight and height.
- (b) Sight and hearing, and physical defects.
- (c) Habits as to the use of intoxicating liquors and drugs.
- (d) General bodily condition, and previous condition of health.

(e) Strength and endurance.

The following will be cause for rejection on physical examination:—

- (1) Serious defects of sight and hearing.
- (2) Any disease of heart or lungs; or paralysis.
- (3) Serious deformities in spine; stiff joints; loss of limb, finger or great toe, so as to impair present or future usefulness; marked flat foot.

(4) Hernia (rupture).

(5) Severe varicose veins, or ulcers.

(6) Such other defect, disease or condition of body as, in the opinion of the Physical Inspector, will impair present or future usefulness.

Chronic drinkers, or men who appear at the examination under the influence of or smelling of liquor, will also be rejected.

Every man will also be required to prove his strength by a test in lifting and shouldering a sack containing seventy-five pounds weight. Men failing to pass this test will be rejected.

11. The Commission may at any time require a practical test of the fitness of the applicant to do the work for which he applies, and if he passes such test he will be registered. In case such test is required, each applicant will receive notice of the date of the test, on which date he must present himself for such test or his application will be cancelled, unless the Commission shall otherwise order after good cause shown. In cases where a practical test is required, the applicant may or may not be required to furnish qualification vouchers, in the discretion of the Commission.

Amendment.
Jan. 1, 1911.

12. Applicants of whom any practical test may be required by the Commission, if not tested prior to the regular registration date next following the date of their application, shall be registered on the registration date, but such practical test shall be given before certification is made.

Amendment.
Oct. 7, 1910.

REGISTRATION.

13. The first Mondays of February, May, August and November of each year shall be the regular quarterly registration days; and on these days applicants who file, or have filed during the previous quarter, their application paper shall be duly registered in the order fixed by the following Regulations.

14. If, in the opinion of the Commission, at any time there shall be no suitable list from which to certify, it may by spe-

MASSACHUSETTS CIVIL SERVICE.

cial order register applicants on a date or dates additional to the above, and the names of such applicants shall remain upon the register until the expiration of one year from the following regular registration day.

15. The year of registration provided by the Civil Service Rules shall be considered to mean the period from the first Monday of February, May, August and November, respectively, of one year, to and including the first Monday of February, May, August and November, respectively, of the succeeding year.

16. An applicant shall be registered in the order of the date of filing his application (as defined below).

17. The "date of filing of application" shall be deemed the date when the applicant files his original application, *provided it is filed on or after Oct. 1, 1908*. If the application had been filed previous to Oct. 1, 1908, and had expired or been cancelled under the rules, and therefore the applicant's name was not upon the register on Sept. 30, 1908, then the "date of filing of application" shall be considered the date of filing of a new application or the first renewal of the old application after Sept. 30, 1908.

Amendment.
Nov. 30, 1910.

18. An applicant may renew his eligibility each year, provided he shall apply for such renewal on any week day between 9 and 1 o'clock, except Saturdays and holidays, during the fifteen days immediately preceding and during the fifteen days immediately after the day when his year's registration expires; and if so renewed, the applicant shall not lose his position upon the register. If the application is renewed after that time, however, his name will be registered on the following registration day, and he will take his position on the register according to the date of his renewal.

19. If an applicant, during his year of eligibility, files a qualification voucher entitling him to registration for some other position, his year of eligibility for the new position shall be considered to date from his registration for the first position.

CERTIFICATION.

20. Upon receipt of a requisition from an employing officer, the Commission will certify, subject to the preferences stated below, from such list as it shall deem suitable, the persons who, in the opinion of the Commission, appear to be able to perform the duties required.

21. Veterans, as defined by law, will be certified ahead of all other applicants; provided, however, that on certificate from the appointing officer an age limit may be fixed by the Commission, as authorized by law.

22. Men who have been previously employed, in accordance with the Civil Service Rules, for at least six months in the same kind of work in the department for which requisition is made, and who were suspended or discharged without cause, or resigned without charges pending, will be certified ahead of all other applicants except veterans, in order of date of filing of application, *but only if the appointing officer so requests in making the requisition.*

23. An applicant having a family (as defined below) dependent upon him for support will be certified ahead of those having no such family.

24. The words "having a family dependent upon him for support" shall be deemed to mean having a wife, mother, father, grandparent, mother-in-law, brother, sister, son, or daughter; provided any such persons are wholly dependent upon his wages for support. (Revised by Commission June 25, 1909.)

25. The system of certifying applicants according to number of dependents is hereby abolished.

26. An applicant for labor service who has received an appointment in the service of Boston may be allowed to re-register while serving under such appointment, for any position in the service, upon filing a new application and certificates that he is qualified.

Amendment.
Jan. 1, 1911.

27. When a requisition is received for labor service in which it is stated that the service is temporary, but no definite period, or some period over six months, is given, each

Amendment.
Jan. 1, 1911.

MASSACHUSETTS CIVIL SERVICE.

person certified on such requisition shall be notified that, if he is appointed and employed for over six months, his name will be taken from the Civil Service register.

By order of the Civil Service Commission,

WARREN P. DUDLEY,
Secretary.

The Commonwealth of Massachusetts,**CIVIL SERVICE COMMISSION.****CIVIL SERVICE REGULATIONS,**

COMPRISING

A Manual of Information to Applicants concerning Examinations and Eligible Lists.

ADOPTED FEB. 1, 1911, TO TAKE EFFECT JULY 1, 1911.

Section 1. How to get Information.— This Manual contains all the information needed by an applicant concerning the filing of applications and the examinations listed. Before writing to the Commission for information, he should first see if his inquiry is not fully answered herein.

The Commission cannot advise applicants, or answer questions as to the probabilities of vacancies in the service, or furnish any information as to the duties, salaries, chance of promotion, or other conditions of positions and offices, except such as may be found in these printed regulations, or in the notices for examinations, issued from time to time; nor can advice be given as to the course of study that applicants should follow. Rulings or decisions cannot be made in relation to cases which are not before the Commission for consideration.

Section 2. How to find whether a Position is subject to Civil Service Examination.— Under "List of Examinations," Sections 100 to 236, the titles of classified positions are arranged alphabetically.

(a) *Official Service.*— An applicant who wishes to know whether a position is classified under the Civil Service Law should consult the above "List." He should remember, however, that the Commission, in deciding whether any specific position is classified, regards the nature of the duties attached to the position, and not the name given to it; and that any person performing duties or rendering service similar, in the opinion of the Commission, to that of any of the positions classified specifically by name, is subject to the Civil Service Law, regardless of the name or title of the office. (See Civil Service Rule 7.)

If any specific position cannot be found in the "List of Examinations," and if doubt exists as to whether it is classified by reason of the similarity of its duties to those of any classified position, the applicant should write to the Secretary of the Commission for information.

(b) *Labor Service.*—All positions of laborers, mechanics and craftsmen are now subject to the Civil Service Law in the following cities,—Boston, Worcester, Cambridge, Newton and Everett,—but in no other city, until the Commission shall have taken action under the provisions of law as to such labor service.¹ (See Revised Laws, Chapter 19, Section 36; Revised Laws, Chapter 26, Section 24; and Civil Service Rule 41, Section 4.)

For information as to how to register for the Boston labor service, an applicant should apply at the office of the Registrar of Labor, Room 16, State House, Boston, where he may obtain a Manual of Instruction to Applicants for the Labor Service; and for labor service in the other four cities, at the office of the local Labor Registration Clerk in the applicant's city.

Section 3. Dates of Examinations.—A schedule of regular examinations held each year is published by the Commission in connection with its Annual Report. In addition, special examinations are held whenever practicable and necessary to fill vacancies in positions as they occur.

Notices of examinations are required, by Acts of 1906, Chapter 277, to be posted by city and town clerks in the city and town halls and in other conspicuous places. At least five notices are required to be posted in every town, and not less than twenty-five in every city, including one in each ward. In addition, notices of examinations are placed on bulletin boards in the State House, Boston. By courtesy of the United States Post-office Department, notices are also displayed, at the request of the Commission, in the various post-offices. An applicant is advised to keep track of coming examinations, by visiting the State House, or his city or town hall, post-office, or some public building in his ward or town.

Section 4. Scope and Purpose of Civil Service Law.—The Civil Service Law in Massachusetts was enacted by the Legislature June 3, 1884. It has become a fixed part of the administrative system of the Commonwealth. This Law established the Civil Service Commission, to be composed of three members, not more than two of whom shall, at the time of appointment, be members of the same political party. The Law itself is a mere outline of its purposes. For details of administration, it provides for Civil Service Rules to be adopted by the Commission and approved by the Governor and Council. Such Rules, by a decision of the Massachusetts Supreme Court, have the force of statute law. They are equally

¹ New Bedford added April 1, 1912.

binding upon the heads of departments and officers as well as upon the Commission.

The fundamental purpose of the Law and Rules is to establish, in the parts of the service within their provisions, a merit system, whereby selections for appointment shall be made upon the basis of demonstrated relative fitness, without regard to the political beliefs of the persons examined, or other considerations.

The administration of the merit system does not consist merely in holding written examinations on literary or scholastic topics. Investigation of an applicant's training and experience, and of his practical or technical knowledge of duties, constitutes in most cases the greater part of the test of his qualifications for the public service. In addition, for certain positions of a higher grade, it has been found possible to add an oral examination to the written.

No system of testing men for public office is perfect. Even when unrestricted by the Law, or by political considerations, appointing officers cannot always pick the best or most qualified employees. A system, however, which is based on the theory of "equal opportunities for all, special privileges for none," must be considered as an advance over the old system, the theory and practice of which largely confined the entrance to public office to those having personal or political influence, as stated by President Roosevelt in his annual message to Congress in 1905: "While written competitive examinations do not make an ideal method for filling positions, they do represent an immeasurable advance upon the 'spoils' method, under which outside politicians really make the appointments nominally made by the executive officers, the appointees being chosen by the politicians in question, in the great majority of cases, for reasons totally unconnected with the needs of the service or of the public."

The Civil Service Law is intended to improve the public service in two ways,—by relieving appointing officers from pressure and by throwing open the field of public service to competition amongst qualified persons. It is the duty of the Civil Service Commission, in administering the Law, to preserve the balance between (1) the rights of the Commonwealth, the city and the town, to the best service, (2) the rights of appointing officers, and (3) the rights of the Civil Service applicants or eligibles.

The Civil Service Law and Rules do not give to the Commission any power of appointment or removal; that power is left where it was prior to said Law, namely, in the appointing officers and heads of departments. The Commission is concerned simply with the supervision of the *method* of appointment, and with the duty of investigating and taking action in case of any irregularity or illegality of appointment, transfer, reinstatement or promotion. Under the

Law, vacancies in the classified service are filled either by original appointment upon examination and certification by the Commission, or by provisional appointment without examination, as explained in Civil Service Rule 31, or by transfer or promotion from certain other positions in the classified service, or by reinstatement. Appointment after non-competitive examination is authorized, as a rule, only in promotions, or in cases where it is not practicable to hold a competitive examination, or to secure a list of three eligibles; and the Commission does not favor non-competitive appointments, except in cases of extreme necessity.

Section 5. How to apply for Examination. — A person who wishes to take any Civil Service examination should proceed as follows. If he wishes to be examined for the Commonwealth or Boston service, he should apply for blanks and for other information, in person or by writing, to the Secretary of the Commission at Room 151, State House, Boston, Mass. If he wishes to be examined for the service of any city or town outside of Boston, he should apply, in person or in writing, either to the Secretary, as above, at the State House, or to the secretary of the local Board of Examiners in the city or town in which he resides.

In writing or applying for application blanks or other information, he must always state the name of the examination he wishes to take, and also whether he applies for Commonwealth or city or town service, and naming the city or town.

The application blank, when received, should be carefully filled out, in ink, in the applicant's own handwriting; and every question therein should be answered, in the English language, fully and strictly in accordance with the instructions printed thereon. It should then be mailed or filed without delay, addressed, if he applies for the Commonwealth or Boston service, to the Secretary of the Civil Service Commission, State House, Boston, Mass. If he applies for city or town service outside of Boston, it should be mailed to or filed with the secretary of the local Board of Examiners in the city or town in which he resides, if there is any such local secretary; if not, it should be mailed to the Secretary of the Commission, State House, Boston.

Section 6. Applications; when to be filed. — Applications may be mailed or filed at any time during the year, except that they must be received and accepted by the Commission, or its local secretary, *at least ten days before the date of the examination desired.*

The Commission is not responsible for delay in the receipt of applications. Applications sent by mail are not accepted unless postage is fully prepaid. Mailing an application is not filing it: it must be actually received by the Commission or by the local secretary.

Section 7. Persons who shall not be examined.—No person is eligible to an examination—

(a) Who is not a citizen of the United States at date of application.

(b) Who is not a resident of the Commonwealth for one year next preceding the date of his application; and, if he applies for a position in the service of a city or town, who is not a resident of such city or town for six months next preceding the date of the application.

(NOTE.—The Commission, however, may waive these restrictions (a) and (b) in any case where, in its opinion, the needs of the public service so require. The Commission does not generally exercise its power to waive, unless requested by the appointing officer. Announcement of such waiver will be made in the notice for the examination.)

(c) Who is, on the date of filing application, below the minimum or over the maximum age prescribed for the examination for which he applies.

(d) Who is physically disqualified for the service which he seeks.

(e) Who habitually uses intoxicating liquors to excess.

(f) Who is a vendor of intoxicating liquors.

(NOTE.—The Attorney-General has ruled that a “vendor,” under Revised Laws, Chapter 19, Section 16, is any person who, either as principal or agent, sells intoxicating liquors. It includes bartenders as well as owners of the liquor business. It also includes clerks, and persons who sell liquor by making delivery at customers’ houses and collecting money for liquor delivered.)

(g) Who has been convicted of any crime against the laws of the Commonwealth within one year prior to date of application.¹

(h) Who, after hearing by the Commission, has been found to have failed to prove good character, or who has been found so guilty of criminal, infamous, dishonest or notoriously disgraceful or dissolute conduct, or to have been dismissed from the public service for such good cause, or resigned pending such charges, as to disqualify him for further public employment.¹

(NOTE.—Every applicant is entitled to a hearing before the Commission may reject his application or remove his name from the eligible list under this clause. See Civil Service Rule 10, Section 4.)

(i) Who has made a false statement in his application, or has been guilty of fraud or deceit, or attempt to commit fraud, or complicity in fraud in any matter connected with his application or examination.

(j) Who, being an applicant for a promotion examination, has been previously examined for promotion and failed within six months.

¹ But see Acts of 1911, chapter 119.

(NOTE.— The existence of a conviction in an applicant's past record may, or may not, according to the circumstances of the case, be deemed good ground for his exclusion from examination or from the eligible list; and if an applicant states truly and fully the fact as to his crime and conviction, and the nature of his life, habits and record since the conviction, all the circumstances will be considered by the Commission in deciding whether to accept him for the public service. If, however, an applicant intentionally conceals or swears falsely on these points, the Commission will unhesitatingly reject such person as a candidate for public service.

The Commission, moreover, considers separately each applicant's record in its relation to the special position for which he applies. Convictions which might disqualify a man for one position may not do so for another.

Thus, a conviction which might not affect a person applying for a clerical, or similar position, might seriously affect the desirability for the public service of an applicant for the police, prison or fire service, in whose hands may rest the life and property of the citizens of the State. A conviction in the record of a police applicant (unless for a very minor offence, or for an offence committed in early youth) will generally disqualify him. The Commission has been requested by judges of the courts, district attorneys and heads of police departments to be extremely careful in admitting to examination for the police force persons who have a criminal record, for the following reason: when a policeman testifies in court, if he has a record, the fact of such a record is frequently put in evidence by attorneys for the defendants in order to affect his credibility as a witness; and under the rules of the law of evidence, the policeman is not allowed to testify as to the circumstances of his offence. Since the Commonwealth's case may depend on the policeman's testimony, it is extremely important that it should not be liable to attack. Hence the existence of a criminal record will materially impair his value as an official in the public service.

The same considerations apply to prison officers, truant officers and to inspectors whose duties lead them to testify in court.

No action of the Commission in debarring an applicant from examination or from the list, because of a conviction, is final, except in case of fraud on the Commission or perjury; and it will reopen the matter on subsequent applications, if desired, and after reasonable time has elapsed since its previous decision.)

Section 8. Age, Height and Weight Limits of Applicants.—The age, height and weight limitations, wherever any are now prescribed for the various positions, are given in the "List of Examinations."

The Commission may fix further or different age, height and

weight limits for any position at any time prior to examinations, except as otherwise provided by law; and *provided, however*, that, except as authorized by law, no age limit may be fixed so as to exclude a veteran.

When an age limit is fixed in connection with an examination, a person will be allowed to file an application if on the date of such application he has reached or passed a certain prescribed age, and is under a certain prescribed age. For example, when the period of eligibility to examination is from the age of twenty-five to the age of forty years, his application will be received if on the date thereof he has reached his twenty-fifth birthday, and it will not be received if on the date thereof he has passed his fortieth birthday.

A call fireman, or a substitute call fireman, applying for the permanent or call fire service, who, under the Civil Service Rules, is allowed to deduct from his actual age any time during which he has served as call substitute, must furnish from the head or heads of the fire department such certificate regarding his service as call substitute as the Commission shall require.

In cases of applicants for the fire service of any city other than Boston, any applicant who has served as substitute call fireman for more than one year and one-half may, under Civil Service Rule 11, Class 21, be considered as having served for two years.

In giving his height and weight, an applicant must state his height in bare feet and weight without clothing; and he will be so measured for height and weight.

Section 9. Birth Certificate.—In order to fix his age, an applicant must file a certificate, satisfactory to the Commission, stating the correct date (giving year, month and day) and place of birth. No certificate which has the appearance of being altered will be accepted. Birth certificates, when once filed, will not be returned, since they will have become part of the Commission's records. A certified copy, however, of any birth certificate filed will be furnished to the applicant upon proper cause shown.

Section 10. Physical Condition of Applicants.—The following defects will debar persons from any examination: insanity, tuberculosis, paralysis, epilepsy, blindness, loss of both arms or of both legs, locomotor ataxia, cancer, venereal disease, Bright's disease, diabetes.

In addition, the following defects will debar persons from examinations for police, fire, prison watchman, State police, truant officer, inspector and other positions where physical examination is required: any indication of disease of the lungs or their appendages; any indication of disease of the heart or blood vessels; crooked spine; loss of thumb, finger or toe, or part thereof, if

such, in the opinion of the Commission, as to make the applicant less qualified than is desirable; existence of flat foot or weak arch, or large or inflamed bunion; hernia, complete or incomplete; varicose veins; obesity or excessive weight or excessive thinness; predisposition, hereditary or acquired, to any constitutional disease, such as phthisis, scrofula and rheumatism; or defective condition of teeth such as to impair digestion; color-blindness, or such defect of vision as, in the opinion of the Commission, makes the applicant less qualified than is desirable.

No person who has been operated upon for varicose veins, or who has had such veins removed, will be allowed to take the examination for police, patrol, watchman, prison, State police, truant officer or fire work.

No person who has been previously rejected for flat foot, or defective eyesight or teeth will be admitted to examination again for a position requiring physical examination unless he furnishes a certificate from a competent physician stating that the defect is not then existing. Such certificate will only entitle the applicant to take the examination; but the question of his final passing or rejection will be decided by the Physical Inspector of the Commission.

Section 11. Citizenship.—Every applicant must make oath in his application to his United States citizenship or allegiance. In the case of a foreign-born citizen, citizenship must be fully proved in one of the following ways if required by the Commission:—

(a) If naturalized directly, the applicant's final certificate of naturalization must be submitted. If the certificate is issued in a name which differs in any particular from the applicant's name as it appears in the application, it will be necessary to prove identity with the person to whom the naturalization certificate was issued by submitting the affidavits of two disinterested citizens to the effect that the applicant is the identical person to whom the certificate was issued.

(b) If naturalized by the naturalization of a parent during minority, final naturalization certificate of such parent must be submitted, together with affidavits of two disinterested citizens that the applicant is the reputed child of the person so naturalized.

(c) If naturalized by the naturalization of the applicant's husband, or by marriage to a naturalized citizen, the marriage certificate or other satisfactory proof of marriage, accompanied by the final naturalization certificate of the husband, must be submitted.

(d) If naturalized by marriage to a native American citizen, the marriage certificate must be submitted, accompanied by the affidavits of two disinterested citizens that the husband (the name to correspond to that shown in marriage certificate) is a native citizen.

Such affidavits should, if possible, show the place and date of the husband's birth.

(e) If the applicant is the child of American citizens temporarily resident abroad at the time of applicant's birth, he must furnish affidavits of two disinterested citizens to the facts as claimed. If the parents are naturalized citizens, their citizenship must be proved as in (b) above.

An application from a foreign-born person claiming citizenship, but failing to furnish the required proof, will be cancelled. A declaration of intention to become a citizen will not be accepted in lieu of a certificate of naturalization. When the original naturalization papers are lost, a copy of the same should be procured from the court that issued them, or, if the records of the court are destroyed, a new certificate should be furnished.

Whenever a person has once furnished proof of citizenship with an application to the Commission, it is not necessary to file such proof again; but in subsequent applications he should state the kind, date and place of examination in connection with which proof of citizenship was submitted.

Section 12. Residence.— Every applicant must make oath in his application to the place of his *bona fide* residence, and the exact length of time of such residence.

A married woman can have no other residence than that of her husband; except that a married woman, separated from her husband, may, for the purpose of filing application for examination, claim residence other than that of her husband; but she must furnish a sworn statement of the facts on which her right to a separate residence is based. The Commission will decide in each case whether the evidence presented establishes the claim.

The residence of minors is the same as that of their parents or guardians.

Section 13. Veterans.— A veteran is defined by Revised Laws, Chapter 19, Section 20, as "a person who has served in the army or navy of the United States in the war of the rebellion and was honorably discharged therefrom, or a citizen of this commonwealth who distinguished himself by gallant and heroic conduct while serving in the army or navy of the United States and has received a medal of honor from the president of the United States."

A person claiming any preference as a veteran must file with his application certificates from the proper authorities which will furnish evidence of his service.

The age limits stated in the "List of Examinations" (Sections 103 to 236) do not apply to veterans, except in the following positions: detectives and boiler inspectors under the District Police; police force of Boston; State Prison service; Boston truant officers; truant

officers in cities other than Boston; fire force of Boston; fire forces of cities other than Boston.

A veteran applying for appointment without examination must file an application stating such facts and containing such information as the Commission may prescribe.

A veteran applying for examination must file application in the same manner as any other person. He must pass the same examination, educational and physical, as all other applicants for the position; but upon so passing he will be entitled to certification in preference to all others on the eligible list, regardless of the mark obtained by him.

All veterans will be given an additional credit in the marking of their paper on Training and Experience in all examinations where such a paper is given, and where military or naval training and experience are of value in the position for which the applicants are examined. (See Section 96.)

Section 14. Caution against Haste and Carelessness.—Many applicants fail to execute properly their applications, not through lack of knowledge, but largely through haste and carelessness in reading and interpreting questions and in writing the answers. Great care should be exercised in filling out the application to see that every requirement has been fully complied with.

Section 15. Defective Applications.—Defective applications will be returned for correction, and must be received, corrected, within the required time before the examination in order to entitle the applicant to take the examination.

Section 16. Applications cancelled or rejected.—Every application which shows the applicant to be ineligible for the examination which he seeks to take will be cancelled, but will be retained in the files of the Commission. The applicant will be promptly notified of the fact of rejection.

Section 17. Applications of Persons previously rejected.—When it appears from the application, or from the record of a previous physical examination, or otherwise (and whether before or after the acceptance of the application), that the applicant has previously been rejected as disqualified, either physically or as coming within one of the classes named in Section 7 above, the application will be rejected or cancelled, unless, after hearing, the Commission shall otherwise decide.

Section 18. False Statements in Applications.—Any false statement made in an application is a criminal offence; and the applicant making such false statement may be prosecuted for perjury, and in any event will have his application cancelled by the Commission and future applications rejected.

Section 19. Applicant for More than One Examination.— A person may file at one time, or at different times, applications for as many different examinations as he may desire to take; *provided, however*, that only one kind of examination may be taken on a given date, unless the Commission has otherwise ordered.

Section 20. Provisional Appointees to file Applications.— All persons receiving provisional appointment without examination, under the Civil Service Rules, must file applications forthwith, in order that they may receive notice of examination whenever it shall be held.

Section 21. Acceptance of Application.— If the application is filled out in proper form, and shows the applicant to be eligible, the date of acceptance by the Commission is endorsed thereon, and it is duly recorded.

Section 22. Priority of Date of Application.— No person receives any advantage by filing his application before any other person, except as provided in Section 27. Applicants, however, are urged to file their applications at an early date, in order to give them ample opportunity to make such corrections or additions as the Commission may require.

Section 23. Applications Part of the Public Records.— All applications, birth certificates and examination papers form part of the official records of the Commission, and cannot be returned to the applicants.

Section 24. Expiration of Applications.— Applications, unless cancelled by the Commission under the Rules, will remain in force until the date of the first ensuing examination held for the position applied for, if within two years from date of acceptance. At the end of two years, if no examination shall have been held, a new application must be filed, unless the Commission shall otherwise order. Failure by an applicant to appear at any examination, when notified, shall cancel his application, unless otherwise ordered by the Commission.

Section 25. Change of Address.— Applicants changing their post-office address or place of residence, after filing an application, should take great care to notify the Commission, or the local secretary, immediately, giving their new address. Failure to do so will be treated in any case as the fault of the applicant, and may result in his failure to be notified of an examination, or his failure to be certified for appointment, or to receive any other notice or communication which the Commission may send him.

Section 26. Examinations, when given.— The Commission prepares each year, in advance, a schedule of examinations which will probably be held for the Commonwealth and city and town

service; but it reserves the right to omit the holding, or to change the time of any such examination, and to order such additional or other examinations as the public service may require. In addition, special examinations are held to fill vacancies. As to notice of these examinations, see Section 3. The Commission reserves the right to postpone or to cancel the holding of any examination of which notice shall have been given.

Section 27. Number of Applicants to be examined.—The Commission reserves the right to restrict any examination to the number deemed by it practicable to be examined at the time and place notified; and, in case of such restriction, applicants will be notified to appear in the order in which their applications have been received; *provided, however*, that veterans shall have precedence in such notification.

Section 28. What Applicants are entitled to Examination.—No applicant shall have the right to examination unless his application, properly filled out as prescribed, shall be filed at least ten days before the examination, unless otherwise ordered by the Commission.

Section 29. Notice of Examinations.—Due notice of the time and place of examination will be sent to each applicant by mail, to the address or place of residence given in his application paper, or the last address of which he shall have given notice to the Commission in writing.

Section 30. Attendance at Examination Room.—Applicants must attend at the examination room required, punctually at the exact time for which the examination is notified, and if they appear later they may be excluded. Applicants will only be admitted to examination upon the production of the notice sent to them.

Section 31. Articles to be furnished.—The Commission will furnish the applicants with paper, blotters, pens, penholders, pencils, erasers and ink. In examinations for civil engineers, the Commission will furnish drawing boards, T-squares, logarithms, paper, pens and penholders. Applicants for stenographer and typewriter examination must furnish their own machines; and such machines, labeled with the name and address of the applicant, and the date and place of the examination, should be sent and delivered at the place of examination on the day before its date.

Section 32. Procedure at Examination.—Each applicant in a competitive examination will first be presented with a declaration paper, on which he must write his name, age, residence, examination number, etc., after which he must place it in an envelope, seal the envelope, and thereafter he shall mark each paper with his examination number only. The envelope will not be opened until after all his examination papers are rated. The examination papers when

being rated by the examiners shall not contain the applicant's name, and shall be known only by the examination number.

The sheets of questions will be numbered, and will be given out in the order of their numbers, each, after the first, being given only when the competitor shall have returned to the examiners the last sheet given to him.

The subjects of the examination, and the time allowed for it, will be announced before the first paper is given out.

Section 33. Actions forbidden in Examination Room.—Applicants are forbidden to bring into, or have in their possession, at the examination, any book, paper, memorandum, or anything which might be of use or assistance in the examination, other than pens, penholders, pencils, erasers, ink, typewriters, and the other articles specified in Section 31; and any applicant bringing into the examination room, or found in the possession of, such forbidden articles will be required to surrender them to the examiner in charge, and will be deemed by the Commission to be *prima facie* guilty of fraud.

An applicant shall not copy, or look over the work of another applicant, nor attempt to do so, nor permit any other applicant to copy from his work, or to look over the examination sheets or other matters in his possession.

Section 34. Explanations.—All necessary explanations as to procedure will be made to the whole class by the examiner in charge, or will be found printed on the examination papers. Examiners are forbidden to explain to the class or to individuals the meaning of any question, or to make remarks or suggestions that may assist in its solution.

Section 35. Care in writing Answers.—Every applicant, before handing in each examination paper, must be careful to see that he has answered every question fully and in detail; and that he has not omitted any question. Use special care to see if any question is printed on the back of the sheets. Failure on the part of an applicant to answer any question will be cause for deduction in the marking.

Section 36. Training and Experience Paper.—Every applicant may be required to file a paper containing a full account of his training and experience, whether such subject constitutes a part of the examination or not. This paper must be under oath. It will be consulted by the Commission in deciding whether an applicant has the special qualifications desired by the appointing officer, in case the Commission shall decide to recognize such special qualifications in making certification of eligibles.

On such examinations as the Commission shall from time to time prescribe, the Training and Experience paper containing the ques-

tions to be answered may be given or sent to the applicant prior to date of examination. In such case, the applicant must fill out this paper in his own handwriting, in ink, answering every question in detail. He must then sign and make oath to it, and bring it with him to the examination room. At the examination, he will place upon such paper, at the point designated thereon, his examination number. He will then detach the portion of the paper containing his signature and oath, and enclose such removed portion in the same envelope in which he places his declaration sheet. The Training and Experience paper will then go to the examiners, without any signature and bearing only the examination number, and will be duly given the proper rating. When the ratings of all the papers are completed, and the applicant's final mark assigned, the envelope will be opened and the signature and oath will be reattached to the Training and Experience paper.

Section 37. False Statements in Examinations.— Any false statement made by an applicant in an examination will be regarded by the Commission as good cause for cancelling the applicant's examination, for removing his name from the eligible list and for rejecting any future applications filed by him.

Section 38. Physical Examinations and Strength Tests.— Physical examinations and strength tests will be given for the various positions as described in the "List of Examinations." (See Section 1.) Such examinations and tests will also be given whenever, in the opinion of the Commission, physical qualification is a necessary or desirable test of the fitness of applicants in any class, or for the special fitness of applicants for any particular position.

Section 39. Additional Physical Examinations.— Any applicant who shall have passed an examination, either educational or physical, may, before certification, be required to undergo such further physical examination as the Commission may from time to time prescribe, adapted to ascertain his fitness for the position to be filled.

Section 40. System of Marking.— See Sections 83 to 99.

Section 41. Eligible Lists.— The papers of all persons examined are marked and rated as soon as practicable, and the final ratings noted upon an eligible list in order of superiority.

Section 42. Result of Examination.— Notice will be sent by mail to each examined applicant, giving the result of his examination, as soon after the examination as it is practicable to do so, and the eligible list is established.

Section 43. Inspection of Examination Papers.— Any person, after receiving official notice of his rating as ascertained by competitive or non-competitive examination, may, in person or by duly authorized agent, inspect his examination papers.

Section 44. Request for Re-marking of Papers, or for Re-examination physically.—The marking given by the examiners shall be deemed *prima facie* correct. An applicant shall have the privilege, however, of making a request for a re-marking of his papers; but until such re-marking is decided in his favor, his right to certification is to be determined by his original rating. Requests for re-marking of examination papers and for re-examination physically must be made in writing, and must specify the exact question or point on which the applicant complains of error or injustice in the rating. A general request without such specification will not be considered. All requests for re-marking or for re-examination must be made *within twenty days* from date of establishment of the eligible list. Certification or requisition from an appointing official will not be delayed because of the pending of a request for re-marking or for re-examination. If, however, there is a probability of such change in the eligible list as would render the person making such request likely to be certified in case the re-marking should result in his favor, the Commission may, at its discretion solely, temporarily delay certification, or suspend or cancel any certification theretofore made.

Requests for re-marking are referred by the Commission to such examiners as it shall designate, and the reports of the examiners are passed upon by the Commission. No hearings on such requests will be given to applicants. Requests for re-examination physically are referred to the Physical Inspector for report.

In order to obtain credit for a correct answer, it is incumbent upon an applicant to state his answer correctly and clearly upon his examination paper. He is marked according to his actual statement, and not according to what he shall later claim he intended his statement to mean.

In cases, therefore, where an answer is so expressed as to be susceptible of more than one interpretation, or where it is written with such lack of legibility as to make the applicant's intention in any way uncertain, the Commission will not change the original markings given by the examiners.

Section 45. Application for New Examination.—Any person possessing the required qualifications, who has taken an examination, may make new application for examination for the same service at any time, but his status will be determined by the result of the last examination taken. Any such person who has been appointed to office may, even while holding office, apply for examination for the same or for different service.

Section 46. Priority of Date of Examination.—Priority of date in examination will give no advantage in position on the eligible list, or in certification. The relative standing of any ap-

plicant as compared with that of others on the same eligible list may later be changed by the addition of names of persons who have obtained a higher rating at some more recent examination.

Section 47. Name on Eligible Lists for Both Higher and Lower Grades.—In classes of positions where more than one grade is established by the Commission, the name of a person placed on the eligible list for the higher grade may also, upon request in writing, be placed on the eligible list for the lower grade in the position to which his rating entitles him.

Section 48. Changes from Commonwealth to City Lists.—A person whose name is on the eligible list for the Commonwealth service may have his name placed on the eligible list for the city in which he resides (if he has been a resident in such city for six months), and a person whose name is on the eligible list for a city service may have his name placed on the eligible list for the Commonwealth service, in the following classes: clerk, stenographer and typewriter, civil engineer; and in other positions where, in the opinion of the Commission, the nature of the examination is the same for both services; *provided, however*, that, if any different standard of marking exists in the two services, the applicant's paper shall be re-marked according to the standard used for the eligible list on which his name is sought to be placed.

Section 49. Period of Eligibility.—The names of persons who have passed the required examination will remain on the eligible list for two years from the date of the certificate of their rating, unless removed from said list for cause (as provided in Civil Service Rules 10 and 16), or unless the Commission shall have voted to continue the eligibility of all persons upon said list beyond said period of two years.

Section 50. Prospect of Certification.—The Commission has no information as to vacancies until requisition is received from the appointing official, and can give no information as to likelihood of certification.

Section 51. Certifications.—Persons are certified from the eligible list only after a requisition is received from the appointing officer, stating the vacancy to be filled, the nature of the duties, the sex of the appointee, the salary to be paid and any special qualifications desired. Such certification is made strictly in the manner prescribed by the Civil Service Rules; and no action on the part of an eligible can influence such certification.

No eligible is certified who has stated to the Commission that he will not accept the salary, or the kind of position, named in the requisition.

Section 52. Number certified.—All veterans on the eligible list are, by law, entitled to preference in certification. In case

there are no such veterans, the three persons standing highest and most eligible on such list as the Commission deems suitable are certified. The Commission, upon proof satisfactory to it, of the advisability of so doing, may certify an additional name or names, but it will do so only upon request from the appointing officer.

Section 53. Special Qualifications.—If the appointing officer in his requisition asks for the certification of persons possessing a special qualification or experience, the Commission may, in its discretion, include in the list of names certified the names of one or more persons standing highest on such list who possess such special qualifications or experience.

Section 54. Persons Three Times certified.—No person on any eligible list will be certified more than three separate times for the same classified position in the same office or department, except upon the request in writing of the appointing officer, or by vote of the Commission.

Section 55. Eligibles declining Positions offered.—Civil Service examinations are held for the benefit of persons actually wishing appointment to the positions for which they are examined.

An eligible may state in writing to the Commission the minimum salary, or the particular form or department of service, for which he wishes to be certified; and the Commission will act in accordance with such statement. If, however, an applicant does not so state, he is supposed to be willing to accept any position for which he is eligible. A declination by him of a position, when offered, is a source of annoyance to the appointing officer, and an impediment to the public service.

Section 56. Probationary Appointments.—Every original appointment is for a probationary period of six months; and until the end of such period the probationer is not to be regarded as holding office or employment permanently under the Civil Service Law and Rules.

Any increase of pay or change of duties of the probationer during such six months' period may, at the discretion of the Commission, render void the certification under which the appointment was made, and the employment must thereupon cease.

Section 57. Removals during Probationary Period.—The six months' period of probation after appointment is intended as a test of the particular individual work of the appointee. After passing examination, he is presumed to be fitted at least for a fair trial in the position for which he is certified. If after such fair trial, conducted in good faith and for a reasonable length of time, during which the character, capacity and fidelity of his service is to be carefully observed, the appointee appears to the appointing

officer to be incapable, unfaithful or personally unfitted for the position, he may be discharged by the appointing officer without further procedure. Due care must be taken by the appointing officer to observe the object of the period of probation; and the conclusion should not be hastily reached that the probationer is incapable, inefficient or unfitted. Removal for political reasons is contrary to the intent of the Civil Service Law and Rules. A person removed without fault or delinquency on his part may have his name restored to the eligible list and be re-certified. (See Section 59.)

Section 58. Removal of Name from Eligible List upon Appointment.—The name of any eligible who has been appointed after certification will be removed from the eligible list from which the appointment was made, except in the following cases:—

(a) If a person is eligible for appointment to both a higher and a lower grade in any class of positions, his appointment to a position in the lower grade will not remove his name from the list of those eligible for appointment to the higher grade.

(b) In case of temporary appointment. (See Section 61.)

(c) If a person's name is certified from any list to fill a position for which the examination for such list was not specifically held, but for which, in the opinion of the Commission, such list furnishes suitably qualified persons, and if appointment is made to such position, the appointee's name will be still retained upon the list as eligible for the position for which the examination was specifically held. (Thus, if certification is made from the police list to fill a vacancy in a position other than that of policeman, the appointee to such other position will still remain eligible for certification on a requisition to fill a vacancy in the police force.)

Section 59. Restoration of Name to the Eligible List.—

(a) Any person discharged, without fault or delinquency on his part, during the six months' probationary period, may at any time within six months from such discharge have his name restored to the eligible list from which he was appointed for the remainder of the two years from the time when his name was placed upon such list, providing he makes request therefor, in writing, to the Commission.

(b) Any person whose appointment to a permanent position has been legally made or authorized from the eligible list, and who has been suspended from employment, may, at any time within one year from such suspension, have his name restored to the list from which he was appointed for the remainder of the two years from the time when his name was placed upon the list, providing he makes request therefor, in writing, to the Commission.

(c) Any person who has been appointed to a position for the probationary term, but who has not been actually employed (see Civil Service Rule 27, Section 3), may have his name restored to the eligible list as above provided in (b).

(d) In certain cases, where an office has been abolished, etc., the person holding office may have his name placed on a special list. (See Section 64 of this Manual.)

Section 60. Prompt Notice to the Commission of Suspension or Discharge.—All persons appointed to office are advised to notify the Commission promptly of the fact of their suspension or discharge. The Civil Service Rules require the appointing officer to give such notice to the Commission forthwith; but if such officer fails to comply with the rules, his failure or delay may embarrass the applicant in establishing his right to have his name restored under the above section.

Section 61. Appointments for Temporary Service.—Appointments for temporary service in any position will not operate to remove the eligible's name from the list; and in case a requisition is received by the Commission to fill a permanent position, pending such temporary service, the temporary appointee's name will be certified, if in a position on the eligible list entitling him to such certification.

Section 62. Transfer.—Requests for transfer must originate with the appointing officer and must be sent by him to the Commission. Requests for transfer received from individuals will not be considered by the Commission. Transfers are authorized without examination or upon non-competitive examination, according as the position to which the transfer is to be made is similar or dissimilar in duties to the old position. No list or register of persons eligible for transfer is kept by the Commission; and it cannot undertake to express to any individual its opinion in regard to his eligibility for transfer, or to state whether an examination will be required of him, until it is in possession of all the facts in the case, presented by the appointing officer, and until request for transfer is received from such officer.

Section 63. Reinstatement to Office of Persons dismissed, resigned or suspended.—Reinstatement is not a right given to the applicant, but is merely one of the ways by which an appointing officer may fill a vacancy.

The initiative in reinstatement rests with the appointing officer, and the authority of the Commission is limited to determining the eligibility of the person for reinstatement upon receipt of request for the reinstatement from such officer. Therefore, no list of per-

sons eligible for reinstatement is kept. A person seeking reinstatement should address his request, through proper channels, to the head of the department from which he was separated.

On request received by the Commission from the appointing officer, any person duly appointed to office to a permanent position, who has resigned, or been dismissed, discharged or suspended without fault or delinquency on his part, may be reinstated in the same part or grade of the service in which he was previously employed within one year next following such resignation or dismissal, and after the consent of the Commission is obtained.

Section 64. Special List of Persons whose Offices have been abolished, etc.—Whenever a position is abolished or made unnecessary, or whenever the number of positions of a certain character in any department or under any appointing officer is reduced, whereby any person legally holding such position is separated from the service without fault or delinquency on his part, the name of such person, on due notification of the fact of such separation sent to the Commission by the appointing officer, will be placed by the Commission on a Special List; and his name will remain on such Special List for a period of two years from the date of such separation; *provided, however*, that this shall not apply to persons originally employed on requisitions for temporary service, or to provisional appointees. Thereafter, on requisition to fill any position, which in the judgment of the Commission can be filled from such Special List, the Commission, before certifying from the regular eligible list, will certify from the Special List the names of persons then standing thereon in the order of the dates of their original appointment, and appointment must be made from the names so certified unless the appointing officer shall request that certification be made from the regular eligible list.

Section 65. Removals from Office after Permanent Appointment.—The Civil Service Law and Rules recognize that the power of removal and its exercise for just reasons are essential both to the discipline and the efficiency of the public service; its exercise for political reasons, however, is contrary to the spirit and intent of the Law. The complaint that unfit men are "protected by the Rules" is not true. Power of removal for unfitness or other *bona fide* valid reason rests wholly with the appointing officer, subject to the rights given to the person holding office to be given a hearing, as provided in the so-called "Removals Acts" (see Acts of 1904, Chapter 314; Acts of 1905, Chapter 243; Acts of 1906, Chapter 210; and to the rights given to veterans in the "Veterans Acts" (see Revised Laws, Chapter 19, Section 23; and Acts of 1905, Chapter 150). Subject to the above statutes, the appointing officer is the sole judge of the necessity for removal of an

employee. The "Removals Acts" are not part of the present Civil Service Law, and the "Veterans Acts" were not part of the original Civil Service Law. In none of these statutes is any power given to the Civil Service Commission to exercise any jurisdiction on the question of removals. The popular idea that the Commission has such power is unfounded. As the Commission has no jurisdiction, it will not give any ruling or decision on the interpretation of these statutes, or on their application to particular cases.

Section 66. Promotion in Fire Department of Boston. —

(a) Promotions in the Fire Department of the city of Boston shall be made only after open competitive examination, and by successive grades so far as practicable; such examinations to be open to all members of the grade from which the promotion is to be made who possess the qualifications as to time and nature of service fixed by the Commission.

(b) Competitive promotion examinations will be held from time to time, as often as may be necessary to meet or to anticipate the needs of the higher grades; and due notice will be given by the Commission as to the dates of such examinations and the qualifications required of candidates.

(c) Persons qualified and who desire to take such promotion examinations shall file notice thereof with the Commission at such times as it shall fix.

(d) Candidates for such promotion examinations will be marked on the following subjects: (1) Seniority or length of service; (2) Efficiency and record in the Department; (3) Physical condition (including activity and endurance), and habits as to the use of liquors; (4) Knowledge of duties and of the law, and such other subjects as the Commission may prescribe.

(e) As the result of such competitive promotion examinations the Commission will establish promotion lists; and whenever a promotion is to be made, it will certify, upon requisition of the appointing officer, the names of the three persons standing highest on the promotion list; and one of such persons so certified shall be entitled to promotion, unless the appointing officer shall, upon written charges filed with the Commission, satisfy it that an additional name should be certified.

(f) No recommendation for the promotion of any member of the Department shall be considered by the appointing officer, unless it be made by the official or officials under whose immediate supervision such member has served; and such recommendation by any other person, if made with the knowledge and consent of the mem-

ber serving, shall be sufficient cause for debarring him from the promotion proposed.

(g) No person shall remain eligible for promotion for more than two years upon any promotion list, unless the Commission shall by vote continue the eligibility beyond said period.

(h) If the candidates for promotion to any position shall be less than three in number, the Commission may assent to the promotion of a candidate nominated by the appointing officer, after the passing by said candidate of a suitable non-competitive examination.

(i) The weights for the various subjects in competitive promotion examinations shall be as follows:—

Seniority or length of service,	5
Efficiency and record in the Department,	8
Knowledge of duties and of law and other prescribed subjects,	6
Physical condition, etc.,	1
	—
	20

NOTE.—The New York City weights (see Civil Service Rule 15, Section 6) are:—

Seniority,	20
Conduct and efficiency,	40
Written papers,	40
	—
	100

(j) Credit on the subject of seniority shall be given only for the length of service in the grade in which the candidate is serving (as shown by the records) at the time of the promotion examination, and from which he seeks promotion; and shall be as follows:—

The minimum mark shall be 50 per cent.

3 per cent. shall be added for each full year of the first ten years of service.

1 per cent. shall be added for each full subsequent year.

(NOTE.—The above is substantially the Chicago rule (see Civil Service Rule 7, Section 7). In New York City (Civil Service Rule 15, Section 6) the maximum term of service in a position of grade to be considered in the rating for seniority is fifteen years.)

(k) Credit on the subject of Efficiency and Record in the Department will be based on two factors:—

(1) The candidate's qualities of judgment, coolness, courage, executive ability, capacity for command of men, etc.; the candidate's

mark on examination to be based on the judgment of the Fire Commissioner filed in writing with the Commission.

(2) The candidate's record as shown on the official files of the Fire Department, including both merits and demerits.

[NOTE. — Sections 67 to 83 are left blank herein for the insertion of new regulations as they may be adopted by the Commission in the future.]

DESCRIPTION OF EXAMINATIONS.

Section 83. The Pass Mark in General. — In order to pass an examination and obtain a position on the eligible list, an applicant must receive a rating of such percentum of proficiency as shall from time to time be fixed by the Commission. At the present time the general pass mark for most examinations is 65 per cent.; but such percentum may be changed by the Commission at any time.

Section 84. Pass Mark for Clerical Positions. — Applicants for the position of clerk, Grade A, must attain at least 70 per cent. on the subject of Handwriting, at least 50 per cent. on each of the other subjects and a general average of 70 per cent.; for clerk, Grade B, applicants must attain a general average of 85 per cent.¹

Section 85. Pass Mark for Training and Experience Papers. — On the subject of Training and Experience, the minimum mark given will be either 50 per cent. or 65 per cent., according to the nature of the position for which the examination is held. On examinations where such subject has a weight of 25 per cent. or more of the total weights, the Commission may require applicants to attain at least 65 per cent. on such subject.

(NOTE. — The object of this latter provision is to prevent persons having no experience at all from qualifying.)

Section 86. Pass Mark for "Special Subject," or "Knowledge of Duties" Papers. — On all examinations where a paper on Knowledge of Duties or Special Subject is given, the applicant may be required to attain at least 60 per cent. on such subject.

Section 87. System of Marking. — For each subject of the examination a certain weight is established by the Commission. The rating of the applicant on each subject is multiplied by the weight given that subject; the sum of the products of such multiplications is divided by the sum of the various weights, and the result gives the general average rating of the applicant.

Where a strength test is required, a weight is given to the educa-

¹ By general order of Commission, on and after Feb. 8, 1912, 65 per cent.

tional part of the examination as a whole and a weight to the strength test. The general average attained by the applicant on the educational part of the examination is multiplied by its weight, and the general average attained on the strength test is multiplied by its weight; the totals are divided by the sum of the two weights, giving the final general average rating of the applicant upon the whole examination.

Section 88. Arithmetic.—The Arithmetic papers vary in degree of difficulty, according to the nature of the position. Specimens of different grades of Arithmetic papers will be found on pages 191 to 197. Such papers will be marked by the examiners according to a fixed schedule established by the Commission.

Section 89. Letter or Report Writing.—This subject will consist of writing a letter, of not less than a given number of words, upon one of two subjects announced at the examination; or of writing a report as to a supposed investigation by the applicant of some imaginary case connected with the duties of the office, the nature of which case will be designated at the examination. This subject is designed chiefly to test the applicant's skill in English composition, and will be marked for legibility, neatness, errors in form and address, spelling, capitalization, punctuation, grammar, style, clearness of expression, and its adherence to the subject. Every letter or report must be correctly dated and addressed to the Civil Service Commission, State House, Boston, Mass., and must be signed by the applicant's examination number (not name). Both date, address and signature must be correctly punctuated. The merits of the opinions set forth are not marked unless stated in the notice for examination. Papers will be marked by the examiners according to a fixed schedule established by the Commission.

Section 90. Accuracy.—This subject will consist of copying printed matter (containing figures as well as words); and it will be marked on the exactness and accuracy of reproduction of the work placed before the applicant. The paragraphing, spelling, capitalization, punctuation, arrangement of figures and schedules, abbreviations, etc., must be copied exactly and precisely as in the original, and for every omission, change and mistake in the copy deduction will be made in the rating. Papers will be marked by the examiners according to a fixed schedule established by the Commission.

Section 91. Handwriting.—This subject will consist of copying printed matter (containing figures as well as words); and it will be marked on legibility, rapidity, neatness and general appearance, as well as correctness and uniformity in the formation of words, letters and punctuation marks. No particular style of penmanship is prescribed by the Commission.

Section 92. Correction of Rough Draft.—This subject will consist of writing out a corrected copy of a manuscript which has been interlined, and all omissions and mistakes will be taken into consideration in rating this subject. The applicant will correct all errors in grammar, spelling, write in full abbreviated words, etc., as indicated, and insert the corrected or added parts in their proper places. He is not to paraphrase the language of the copy, or make any changes in punctuation or capitals, or insert, omit or modify words or phrases, except as may be necessary to correct errors. For specimen paper see page 204.

Section 93. Spelling.—A number of words (usually 20 to 25) will be successively pronounced by the examiner and the definition of each given. The applicant will write out the word (and not its definition). The subject will be marked for errors in spelling, in use or omission of hyphens, and for errors in capitalization.

Section 94. Stenography and Typewriting.—Examinations on these subjects will consist of (1) copying on the typewriter of (a) a plain copy; (b) correction of rough draft; (c) tabulation; and (2) transcription from dictation at the rates of 100 words per minute, 120 words per minute, and 150 words per minute (optional). In some examinations a test for low speed of 80 words per minute may be given. Copying will be marked on accuracy, speed, technique and spacing. Transcription from dictation will be marked on accuracy, speed, technique, spacing, punctuation, capitalization and spelling. Papers will be marked according to a fixed schedule established by the Commission.

Section 95. Training and Experience.—The questions on this paper will be varied to suit the particular position examined for. A specimen paper is given on page 206, which will give an idea of the scope of the questions asked. Papers will be marked with reference to the value of the applicant's training and experience chiefly as fitting or qualifying him for the particular position for which he is examined. The paper is marked as a whole, and not on the separate answers to each specific question. For positions for which a specific amount or kind of training or experience is required, an applicant must disclose in his paper such required qualifications in order to attain the pass mark.

Section 96. Credit for Military and Naval Service.—All veterans, as defined in Section 20 of Chapter 19 of the Revised Laws, and all persons who have served at least three years in the volunteer militia, or at least one year in the regular army or navy, or who have served in the regular army or navy of the United States in time of war, will be given an additional credit in the marking of their Experience papers in all examinations where

an Experience paper is given, and where such experience is of value in the position for which the applicants are examined; *provided, however*, that this shall not apply to an applicant who, if not in active service at the time of application, has not received an honorable discharge.

(NOTE.—In the application of this Regulation, it is the practice of the examiners, subject to the direction from time to time of the Commission, to add to the mark of Training and Experience 5 per cent. for each three years' service in the militia, 10 per cent. for service during the Spanish war or for service in the Philippine war, and 5 per cent. for each three years' service in the regular army or navy in time of peace. Additional credits are also given for promotions, dependent on the rapidity and number of promotions and the service for which the examination is held.)

Section 97. Special Subject and Knowledge of Duties or Law.—These subjects will consist of practical and technical questions directly relating to the duties of the position, and will vary according to the particular position. Such questions will be prepared and marked by experts, or by persons having special knowledge of the subject, especially employed as examiners by the Commission.

Section 98. Weight given to Training and Experience and to Special Subject.—The weight given to Training and Experience will vary according to the relative importance of that subject in testing the qualifications of an applicant for any particular position. In general, this subject will be given a weight of from 25 per cent. to 60 per cent. of the total weights, according to the nature of the position examined for. The combined weights given to Training and Experience and to the Special Subject will in general vary from 30 per cent. to 90 per cent. of the total weights, according to the nature of the position examined for. Weights are subject to change at all times.

Section 99. Physical Examinations and Strength Tests.—The defects or diseases for which an applicant will be rejected on physical examination have been stated in Section 10, and appear on the blank form of report made by the Physical Inspector. (See page 207.) The requirements will vary, however, according to the nature and duties of the particular position examined for. The examination in strength consists of the following tests: strength of back, strength of legs, strength of upper arm, strength of forearm, pectorals, traction pull, dumb-bells, abdominal muscles, ladder, rope, agility.

LIST OF EXAMINATIONS.

Section 100.—The following list of positions for which examinations are most frequently held is arranged alphabetically. It is not intended as a complete list of classified positions; but for such complete list the applicant must consult Civil Service Rule 7. (See also Section 2 of this Manual.)

Section 101.—Many examinations not specifically described herein are announced from time to time as vacancies occur. For further information concerning such examinations, see the public notices posted in cities and towns in accordance with the Acts of 1906, Chapter 277.

Section 102.—The subjects of examination for any specific position given in this "List" are stated simply to inform the applicant of the nature of the examination either to be held or likely to be held.

The Commission reserves the right at any time to change the nature of the examination for any position, add other and different subjects, omit any of the subjects herein given, and change the weights attached to the subjects, the required pass marks, and the age, height and weight limitations.

Section 103. Accountant.—*Subjects of examination:* TRAINING AND EXPERIENCE; SPECIAL SUBJECT (questions in expert book-keeping, auditing and accounting); WRITING OF LETTER; ARITHMETIC (including proportion, interest and discount); ACCURACY; HANDWRITING. Applicants may be required to have a State license as accountant.

Section 104. Agent.—The subjects of examination will vary according to the duties of the position. See, for example, Claim Agent, Section 127.

Section 105. Agent of Board of Health.—The subjects of examination are the same as for Sanitary Inspector, Section 209.

Section 106. Almoner.—*Age limit.* The Commission frequently prescribes a maximum age limit. *Subjects of examination:* TRAINING AND EXPERIENCE; SPECIAL SUBJECT (questions relating to settlement and pauper laws, duties of the office, care and treatment of the poor, purchase of supplies, and knowledge of matters desirable for the position); WRITING OF LETTER OR REPORT; ARITHMETIC (including simple interest and percentage); ACCURACY; HANDWRITING. Applicants will also be given a physical examination.

Section 107. Almshouse Superintendent.—*Age limit.* The Commission frequently prescribes age limits. *Subjects of examination:* TRAINING AND EXPERIENCE; SPECIAL SUBJECT (questions testing

knowledge of duties of the position and methods of care and management of the almshouse; questions as to supplies and methods of purchase; knowledge of law relating to the support of the poor in almshouses); WRITING OF LETTER OR REPORT; ARITHMETIC; ACCURACY; HANDWRITING; MEMORY TEST.

Applicants are frequently required, on the request of appointing officers, to be married men, whose wives are able to perform the duties of matron of the almshouse.

Section 108. Architectural Draughtsmen.—*Subjects of examination:* TRAINING AND EXPERIENCE; DRAWING; TRACING; MATERIALS; ORIGINAL ESSAY (on subject connected with architecture); ARITHMETIC; HANDWRITING OR LETTERING.

Section 109. Architects and Architectural Heads.—*Subjects of examination:* TRAINING AND EXPERIENCE; DESIGN; SPECIFICATIONS AND MATERIALS; ORIGINAL ESSAY (on subject connected with the duties of the position); ORAL EXAMINATION. Applicants will be required to have had at least two years' practical experience as working architect.

Section 110. Assistant Commissioner.—See Deputy Superintendent, Section 140.

Section 111. Assistant Draw-tender (in Cities).—See Draw-tender, Section 147.

Section 112. Assistant Engineer (on Bridges in Cities).—Subjects of examination, same as for Draw-tender, Section 147, except that applicants will be required to have an engineer's license of the proper class, and may be given additional questions on steam and electrical engineering.

Section 113. Assistant Engineer, Junior Grade.—*Subjects of examination:* TRAINING AND EXPERIENCE; ALGEBRA (to and including the solution of simultaneous equations of the second degree); GEOMETRY (the applicant will be expected to have such familiarity with the principal theorems of plane and solid geometry as will enable him to solve simple problems dealing with lines, angles, areas and volumes; demonstrations of theorems will not be required); TRIGONOMETRY (plane trigonometry, —trigonometrical functions, properties of logarithms and use of logarithmic table, solution of triangles, either right or oblique, by either natural functions or logarithms); DUTIES (questions relating to the work of the head of an engineering field party, including the special work of surveying in cities, giving lines and grades for construction, measuring and estimating earth, rock and quantities in engineering structures; definition of technical terms; surveying problems); ENGINEERING THEORY (elementary principles of mechanics, hydrostatics and hydraulics, and their application to simple problems; problems in surveying; Loomis's tables of logarithmic and natural

functions will be furnished for use in this examination, and no other tables will be permitted to be used); MATERIALS AND METHODS OF CONSTRUCTION (properties and characteristics of the various materials used in engineering construction; proper tests to be applied to ascertain their strength and other qualities; methods employed in preparing and placing the materials in the work; definition of technical terms. The questions which have been given have related to stone and brick masonry, methods of laying and bonding various classes of masonry, and the qualities of the several materials entering into their construction; to the different kinds of hydraulic cements, their strengths and methods of testing; to concrete, the proper proportions of the several ingredients and methods of mixing and depositing under different conditions; to the different kinds of roads and pavements, the materials used and methods of building; to the properties and characteristics of cast iron, wrought iron and steel, to the uses for which each is best adapted, and to their strengths and methods of testing the same. Definition of technical terms in common use in engineering specifications).

Section 114. Assistant Engineer, Senior Grade. — *Subjects of examination:* TRAINING AND EXPERIENCE; TRIGONOMETRY (plane trigonometry, — trigonometrical functions, properties of logarithms and use of logarithmic table, solution of triangles, either right or oblique, by either natural functions or logarithms); ENGINEERING THEORY (same as for Assistant Engineer, Junior Grade); MATERIALS AND METHODS OF CONSTRUCTION (same as for Assistant Engineer, Junior Grade).

For Surveyors. — Instead of Materials and Methods of Construction, ADVANCED SURVEYING (questions in geodetic, topographic and hydrographic surveying; methods of accurate land surveying and levelling in cities; details of the work of laying out and grading new streets and relocating old streets; evidence of ownership in disputed boundary lines; surveying problems); DESIGNING. (This subject requires the applicant to make a complete design of an engineering structure in the particular line of work in which he is engaged, or in which he seeks employment, and to answer pertinent questions as to the actual work of constructing. Data to the extent usually available in actual practice will be given, and from these the applicant must make the necessary computations, prepare plans and sketches, showing clearly his design, and write a brief specification of the work to be done, — the whole to be in sufficient detail to enable a definite proposal to be made for building the proposed structure. At the beginning of his second day's work each applicant has been required to announce his choice of some one of the following optional subjects upon which he elected to be ex-

amined: (1) Design for a plate girder bridge. (2) Design for a through-truss highway bridge. (3) Design for a bridge abutment of masonry, with wing walls. (4) Design for a street intersection. (5) Advanced surveying, and surveying problems. (6) Design for the cross-section of a trunk sewer. (7) Design for a system of separate sewers. (8) Design for State road.)

Section 115. Assistant Superintendent (in Cities).—See Deputy Superintendent, Section 140.

Section 116. Auditor.—Subjects of examination will be similar to those given for Accountant, Section 100.

Section 117. Boiler Inspector (District Police).—*Age limit*, 25 to 45 years. *Subjects of examination*: TRAINING AND EXPERIENCE; SPECIAL SUBJECT (questions testing knowledge of steam engineering, boiler construction and management, etc.); WRITING OF LETTER OR REPORT; ARITHMETIC (including percentage, decimals, and square and cubic measurements); ACCURACY; HANDWRITING. (NOTE. The examination will ordinarily take two days). Applicants will also be given a physical examination, and must be of such size as to be able to enter and withdraw from the manhole of a boiler 15 inches by 11 inches.

Section 118. Bookkeeper.—Subjects of examination, same as for Clerk, Sections 128, 129, 130; with additional questions on single and double entry bookkeeping, and an additional subject of TRAINING AND EXPERIENCE.

Section 119. Building Inspector.—*Age limit*. The Commission frequently prescribes age limits. *Subjects of examination*: TRAINING AND EXPERIENCE; SPECIAL SUBJECT (questions relating to brick and stone masonry, concrete construction, foundations, carpentry, iron and steel work, plumbing, steam fitting, general building construction, roofing, safety of loads, drawing plans to scale); KNOWLEDGE OF THE BUILDING LAWS OR LOCAL BUILDING ORDINANCES, ETC.; WRITING OF LETTER OR REPORT; ARITHMETIC (including decimals, percentage, square and cubic measurements, etc.); ACCURACY; HANDWRITING. Applicants will also be given a physical examination.

Section 120. Building Inspector (District Police).—See Section 177.

Section 121. Cashier.—*Subjects of examination*: TRAINING AND EXPERIENCE; BOOKKEEPING (single and double entry); WRITING OF LETTER; ARITHMETIC (including percentage, decimals, interest and discount); ACCURACY; HANDWRITING.

Section 122. Chainman.—See Rodman, Section 207.

Section 123. Chief Clerk.—*Subjects of examination*: TRAINING AND EXPERIENCE; PREPARATION OF RECORD OF MEETING; WRITING OF LETTER; ARITHMETIC (including percentage, interest, dis-

count); ACCURACY; HANDWRITING; SPELLING; GOVERNMENT AND UNITED STATES HISTORY. In addition, the Commission may include a special paper on knowledge of duties of the position in departments where special knowledge is desirable in the appointee. In order to qualify for examination, applicants must be graduates of a full high school course, or its equivalent.

Section 124. Chief Engineer.—*Age limit.* The Commission frequently prescribes a maximum limit. *Subjects of examination:* TRAINING AND EXPERIENCE; SPECIAL SUBJECT (questions testing knowledge of steam engines and pumps, ventilating systems, electrical engineering and refrigeration. NOTE.—These questions will vary according to the duties of the particular position); WRITING OF LETTER; ARITHMETIC. An applicant will be required to have an engineer's license of the first class. Applicants will also be given a physical examination.

Section 125. Chief Inspector (in Boston).—See District Foreman, Section 143.

Section 126. Civil Engineer.—For purposes of Civil Service examinations and classification, Civil Engineers are now divided into six grades, as follows:¹—

GRADE A, OR RODMEN.—To include chainmen, rodmen and all assistants under whatever designation (except draughtsmen), whose maximum pay does not exceed the rate of \$800 per annum.

GRADE B, OR INSTRUMENT MEN.—To include transitmen, levellers and all assistants under whatever designation, except those covered by Grades A and E, and whose maximum pay does not exceed the rate of \$1,100 per annum.

GRADE C, OR ASSISTANT ENGINEERS (JUNIOR GRADE).—To include engineers and surveyors in responsible charge of work, and engineers in charge of designing, whose maximum pay does not exceed the rate of \$1,600 per annum.

GRADE D, OR ASSISTANT ENGINEERS (SENIOR GRADE).—To include all engineers whose pay exceeds the rate of \$1,600 per annum.

GRADE E, OR DRAUGHTSMEN (JUNIOR GRADE).—To include all assistants whose duties are chiefly those of draughting, and whose rate of pay does not exceed \$800 per annum.

GRADE F, OR DRAUGHTSMEN (SENIOR GRADE).—To include all assistants whose duties are chiefly those of draughting, and whose pay is at the rate of over \$800 and does not exceed \$1,300 per annum.

The subjects of examination for each of the above grades are given under the separate titles, respectively: Rodman, Section 207; Instrument Man, Section 183; Assistant Engineer, Junior Grade, Section 113; Assistant Engineer, Senior Grade, Section 114; Draughtsman, Junior Grade, Section 145; Draughtsman, Senior

¹ This classification was changed by an amendment which went into effect March 1, 1912, and which will appear in the next report.

Grade, Section 146; Surveyor, Junior Grade, Section 113; Surveyor, Senior Grade, Section 114; etc.

(NOTE. — The Commission is contemplating a revision of the civil engineer examinations. Applicants are advised to ascertain, when filing applications, whether such revision has gone into effect.)

Section 127. Claim Agent. — *Subjects of examination:* TRAINING AND EXPERIENCE; SPECIAL SUBJECT (questions relating to the duties of the position); WRITING OF LETTER OR REPORT; ARITHMETIC; ACCURACY; HANDWRITING.

Section 128. Clerk, Grade A (Positions having salary of \$850 per year or less, and over \$400). — *Subjects of Examination:* LETTER WRITING (on a topic to be given out at the examination); ARITHMETIC (including simple interest and simple percentage, one question each); RAPID COMPUTATION (addition, subtraction, multiplication, decimals and simple percentage, one question each); HANDWRITING (copying printed matter, including figures); SPELLING (twenty-five words); TRANSCRIBING ROUGH DRAFT; COPYING PLAIN DRAFT (marked on accuracy and speed).

Unless an applicant shall attain 70 per cent. in HANDWRITING his other papers will not be marked. Applicants must attain at least 50 per cent. in each of the other subjects and a general average of 70 per cent. on the whole examination.¹

A time limit will be assigned, within which each subject must be completed. In the case of applicants who do not complete their paper within the prescribed time, a deduction will be made for the work omitted as well as for errors in the work done.

Applicants who complete their COPYING PLAIN DRAFT within the time limit, and who attain 85 per cent. on this subject, will be given an additional credit of 5 per cent. of the mark obtained, as a credit for speed combined with accuracy; *provided, however*, that in no case shall the total per cent. exceed 100, and provided that in no case shall such additional credit be given unless the handwriting is clear and legible.

Section 129. Clerk, Grade B (Positions having salary of over \$850 per year). — *Subjects of examination*, same as for Clerk, Grade A (see Section 128), except that the applicant must attain a general average on the whole examination of 85 per cent.

Applicants attaining a general average of 85 per cent. are also eligible for certification to positions in Grade A, if they so elect.

Section 130. Clerk, Grade C (Positions having salary of less than \$400 per year). — *Subjects of examination*, same as for Clerk, Grade A, except that an applicant must attain only a general average of 65 per cent. on the whole examination.

Section 131. Clerk (Promotion Examination). — An appli-

¹ By general order of Commission, on and after Feb. 1, 1912, 65 per cent.

cant who, on the original examination on which he was appointed clerk, attained the percentage required of clerks for the next higher grade may be promoted to such next higher grade without further examination, subject to the provisions of the Civil Service Rules relating to promotions.

All other applicants for promotion must take a new non-competitive promotion examination, and must attain such percentage in the various subjects and such general average as are required for original examination to the higher grade to which they are to be promoted.¹

The subjects for such promotion examination will be the same subjects as are given for original examination for such higher grade (with a total weight of 10), and also an experience paper (with a total weight of 5).¹

The experience paper will be marked as follows: the mark obtained by the applicant at the examination for the list from which he was originally appointed will be taken as the starting point, and 6 per cent. additional will be added for each year's employment in the department or departments in which the applicant has served since appointment; *provided, however*, that in no case shall the experience mark exceed 100 per cent.; any period over six months and less than one year shall be reckoned as one year, and any period of service under provisional appointment, or probationary term, shall be taken into account in fixing the additional credit for experience.¹

Section 132. Collector.—*Subjects of examination:* TRAINING AND EXPERIENCE; SPECIAL SUBJECT (questions relating to the duties of the special position); WRITING OF LETTER; ARITHMETIC (including interest, percentage and decimals); ACCURACY; HANDWRITING. (See also Milk Collector, Section 194.)

Section 133. Constable (receiving pay other than the statutory fees in cities).—The Commission will generally certify to fill this position from the eligible list of police applicants.

Section 134. Copyist.—See Clerk, Sections 128, 129, 130.

Section 135. Custodian.—See Janitor, Section 186.

Section 136. Dairy Farm Inspector.—*Subjects of examination:* TRAINING AND EXPERIENCE; SPECIAL SUBJECT (including knowledge of milk laws, methods of sanitation in connection with milk supply and distribution, knowledge of diseases of cattle and of modern methods of milking, and of the care of barns, dairies, milk and milk utensils); WRITING OF LETTER OR OF REPORT; ARITHMETIC; ACCURACY; HANDWRITING. Applicants will also be given a physical examination. Special qualifications are frequently fixed by the Commission.

¹ Changed by general order of Commission Feb. 8, 1912, which will appear in next report.

Section 137. Deputy.—See Deputy Superintendent, Section 140.

Section 138. Deputy Commissioner.—See Deputy Superintendent, Section 140.

Section 139. Deputy Sealer.—The subjects of examination will be the same as for Sealer, Section 211.

Section 140. Deputy Superintendent (in Cities).—Examinations are held for these positions as vacancies occur, and the subjects of examination vary according to the duties of the position to be filled. The subjects of examination have been as follows in the following special examinations:—

Deputy Superintendent of Ferries (Boston).—TRAINING AND EXPERIENCE (including special experience in the handling and supervision of men); SPECIAL SUBJECT (questions on handling of ferry boats, United States law as to ferry boats and harbor navigation by steam and sailing vessels, Massachusetts law as to harbor masters, purchase of supplies, etc.); WRITING OF LETTER; ARITHMETIC; HANDWRITING.

Section 141. Detective (in Cities).—The subjects of examination will be the same as for District Police Detective, Section 142.

The Commission may also certify from the eligible list of police applicants.

Section 142. Detective (District Police).—*Age limit*, 25 to 40 years. *Minimum height*, 5 feet 7 inches. *Minimum weight*, 135 pounds. *Subjects of examination*: TRAINING AND EXPERIENCE; SPECIAL SUBJECT (questions relating to crimes, criminal processes, legal papers and method of procedure necessary for the prosecution of criminal cases in court, methods of investigating crimes, and detecting criminals); WRITING OF LETTER OR REPORT; ARITHMETIC; ACCURACY; HANDWRITING; MEMORY TEST. Special weight will be given, in marking TRAINING AND EXPERIENCE, to the amount of the applicant's special experience in conducting cases in court, and in detective work as distinguished from ordinary patrol duty. Applicants will also be given a physical examination.

Section 143. District Foreman (in Boston).—Examinations for District Foreman, Chief Inspector and persons doing similar grade of work in Boston (Section 125) will be held from time to time as vacancies occur. The subjects of examination will be, in general, the subjects required for the Foreman examination, Section 159; but the requirements will be more rigid. Persons on the suitable eligible lists for Deputy Superintendent of the Street Department may be certified for the position of District Foreman.

In order to qualify for examination, an applicant must have had good experience in the handling of numbers of men, or good experience as contractor, or as foreman in public or private em-

ployment, or as civil engineer, or in some executive position of responsibility. He must attain on the examination a mark of at least 70 per cent. on the subject of TRAINING AND EXPERIENCE, and a general average of at least 75 per cent. on the whole examination.

Section 144. District Police. — See Inspector, District Police, Section 177; Boiler Inspector, Section 117; Detective, Section 142.

Section 145. Draughtsman, Junior Grade. — *Subjects of examination:* TRAINING AND EXPERIENCE; ARITHMETIC; ALGEBRA; GEOMETRY; TRACING; ELEMENTARY DRAWING; HANDWRITING OR LETTERING; SPELLING OR ACCURACY. The arithmetic, algebra and geometry papers will be similar to those required for Rodman, Section 207.

Section 146. Draughtsman, Senior Grade. — *Subjects of examination:* TRAINING AND EXPERIENCE; ALGEBRA (to and including the solution of simultaneous equations of the second degree); GEOMETRY (the applicant will be expected to have such familiarity with the principal theorems of plane and solid geometry as will enable him to solve simple problems dealing with lines, angles, areas and volumes; demonstrations of theorems will not be required); TRIGONOMETRY (plane trigonometry, — trigonometrical functions, properties of logarithms and use of logarithmic table, solution of triangles, either right or oblique, by either natural functions or logarithms); KNOWLEDGE OF DUTIES (questions relating to the implements, materials and methods used in making maps and plans; details of plans, such as lettering titles, coloring and ornamenting; scales, north points, etc.; methods of duplicating, preserving and cleaning plans, etc.); TRACING; PLOTTING (plotting a survey by co-ordinates from field notes, inking-in plot and lettering title); HANDWRITING OR LETTERING; DRAWING. (This subject calls for the making of a detailed drawing of an engineering structure, the whole to be finished in India ink and neatly lettered. A rough sketch will be furnished, giving the general dimensions of the structure, and such other data will be supplied as a chief draughtsman or designer in actual practice would give to his assistant to enable him to prepare a set of working drawings. In examinations already held, the applicants have been required to make the drawings of a masonry abutment for a highway bridge.)

Section 147. Draw-tender (in Cities). — *Subjects of examination:* TRAINING AND EXPERIENCE; SPECIAL SUBJECT (questions as to bridges, bridge machinery and duties of the position, United States law or regulations, and city ordinances relating to draw bridges); ARITHMETIC; ACCURACY. If the draw-tender has charge of an engine, an engineer's license of the proper class will be required of an applicant, and if the draw is run by electric power, questions

will be given on electrical matters. Applicants will also be given a physical examination.

Section 148. Driver of Prison and Patrol Wagon.—Questions or tests as to driving, harnessing and care of horses will be given. Applicants will be given a physical examination. Simple educational tests will be given in writing a letter or a report and in elementary arithmetic.

Section 149. Electrical Engineer.—The subjects of examination will vary according to the duties of the particular position.

Section 150. Electrician.—*Subjects of examination:* TRAINING AND EXPERIENCE; SPECIAL SUBJECT (questions relating to the duties of the grade of position to be filled); ARITHMETIC; ACCURACY. Applicants will also be given a physical examination.

Section 151. Engineer in Public Buildings (in Cities).—*Age limit.* The Commission frequently fixes a maximum limit. *Subjects of examination:* TRAINING AND EXPERIENCE; SPECIAL SUBJECT (questions relating to care and handling of furnaces, boilers, gas, water supply, ventilation and sanitary matters); WRITING OF LETTER OR REPORT; ARITHMETIC; ACCURACY. The applicant will be required to have an engineer's license of the proper class. Applicants will also be given a physical examination.

Section 152. Engineer (in positions requiring first and second class licenses, in Cities).—The subjects of examination will be similar to those given for Engineer in Public Buildings, Section 151, or similar to those given for Mate, Section 188, according to the duties of the particular position, and whether or not he has charge of a public building.

Section 153. Engineer (on bridges in Cities).—See Drawtender, Section 145.

Section 154. Examiner of Accounts.—See Accountant, Section 100.

Section 155. Executive Officer (in Cities).—See Superintendent, Section 219; and Deputy Superintendent, Section 140.

Section 156. Factory Inspector (District Police).—See Inspectors, District Police, Section 177.

Section 157. Fire Service (in Boston, except Call Substitutes).—*Age limit*, 22 to 30 years (except that persons serving in the call fire force, who are under 40 years of age, may apply). *Height and weight limits*, none, unless fixed by the city council. (See Acts of 1911, Chapter 352.) *Subjects of examination:* TRAINING AND EXPERIENCE; KNOWLEDGE OF DUTIES AND PRACTICAL DATA; WRITING OF LETTER; ARITHMETIC; ACCURACY; HANDWRITING; MEMORY. Applicants will also be given a physical examination and strength test.

Applicants wishing to qualify for certification as a driver, or engineer, will be given additional papers testing knowledge of care and driving of horses, or knowledge of steam engines, and possession of engineer's or fireman's license of the proper class. Every applicant on filing his application paper should apply for and obtain, from the Secretary of the Commission, a pamphlet containing the necessary information as to the duties, etc., of a fireman, on which he will be examined.

Section 158. Fire Service (Regular and Call, in Cities Other than Boston).—*Age limit*, 22 to 35 years except as follows: A call man over 35 years of age may deduct *not over ten years* from his actual age, as follows: the number of years he has continuously served as call man immediately prior to the date of application; and also one year for each two years of continuous service as substitute call man immediately prior to his service as call man. (See Section 8.) A substitute call man over thirty-five years of age may deduct *not over five years* from his actual age, as follows: one year for each two years of continuous service as substitute call man immediately prior to date of application. (See Section 8.) *Height and weight limits*, none, unless fixed by the city council in a city or by the selectmen in a town. (See Acts of 1911, Chapter 352.) (NOTE. Applicants are advised to inquire whether any local regulation exists.) The subjects of examination will be as follows:—

Permanent Fireman.—TRAINING AND EXPERIENCE; KNOWLEDGE OF DUTIES (local conditions and practical data); WRITING ORDERS FROM DICTATION; COPYING; SIMPLE QUESTIONS IN GOVERNMENT. Applicants will also be given a physical examination and strength test.

Call Fireman.—TRAINING AND EXPERIENCE; a pass test in READING AND WRITING (being merely copying in writing a few lines of printed matter in order to show that the candidate can read and write); a physical examination and strength test.

Section 159. Foreman of Laborers (Boston and Commonwealth Service).—*Subjects of examination*: TRAINING AND EXPERIENCE; SPECIAL SUBJECT (see below); WRITING OF LETTER OR REPORT; ARITHMETIC. Applicants will also be given a physical examination.

The examination on the SPECIAL SUBJECT will consist as follows:—

For street, paving, park, public grounds and cemetery positions, questions relating to such subjects as street, road and sidewalk building, drainage, grading and earth work, engineer's marks and directions, time apportionments, the handling of jobs, ledge work and the use and care of explosives, horses and carts, teaming,

handling snow, and road machinery; and for public grounds, cemetery and park positions only, questions on gardening, care and planting of trees, lawns and flower beds, discovering and destruction of insects, etc.

For sewer and water positions, questions relating to such subjects as lines and grades, knowledge of plans and specifications, measurements, methods of carrying on work, quality of materials, mortar, concrete, excavations, bracing and refilling of trenches, surfacing of trenches, pumping of water, settlement of earth, tools, machinery, etc.; and for sewer positions only, questions relating to such subjects as different kinds of sewers and sewer laying, foundations, piles, reinforced concrete, maintenance and repairs of sewers, tide gates, regulators, manholes, catch-basins, house drains, etc., care and use of explosives; and for water positions only, questions relating to such subjects as pipe laying, maintenance, operation and repairs of water pipes, siphons, leaks, hydrants, meters, blow-offs, air cocks, service pipes, etc.; care and use of explosives optional, but necessary for transfer to sewer department.

For sanitary positions, questions relating to handling ashes, offal, etc., handling and care of horses and carts, etc.

For street cleaning and watering positions, questions relating to cleaning streets, handling and care of horses and carts, and dust prevention, etc.

For ferry, lamp and other special positions, questions on subjects relating to the same, respectively.

In order to qualify for examination for Foreman or Inspector or sub-foreman (other than district foreman) an applicant must have had some experience in the handling or direction of men, either as foreman, sub-foreman or inspector, in private or public employment, or as a skilled laborer who has had direction of other laborers under him. Experience in civil engineering work will also qualify an applicant. He must attain, upon the examination, a mark of at least 60 per cent. on the subject of TRAINING AND EXPERIENCE, and a general average of at least 65 per cent. on the whole examination. For District Foreman (in Boston) see Section 143.

Section 160. Foreman of Laborers (Promotion Examination in Boston). — For promotion from the grade of Foreman to District Foreman in Boston, the applicant must pass a non-competitive examination with a general average of 75 per cent., and must have served a period of at least two years immediately prior to date of promotion as Foreman, and attain a mark of at least 70 per cent. on TRAINING AND EXPERIENCE.

Section 161. Foreman of Laborers (in Cities outside of Boston). — *Subjects of examination*, same as for Foreman (in Boston), Section 159. Applicants will be required to have had some experi-

ence in manual labor on streets, water pipes or sewers, etc., and some experience in the direction and handling of men.

Section 162. Free Employment Bureau Clerk.—*Subjects of examination*, same as for Clerk, Section 128, with the addition of TRAINING AND EXPERIENCE; and SPECIAL SUBJECT (questions on knowledge of the laws of Massachusetts relating to and affecting employers and employees, for which, see statutes collected in pamphlet form by Massachusetts Bureau of Statistics).

Section 163. Gateman.—*Subjects of examination*: TRAINING AND EXPERIENCE; SPECIAL SUBJECT; WRITING OF LETTER OR REPORT; ARITHMETIC; ACCURACY; MEMORY TEST; HANDWRITING.

Section 164. Gauger.—See Sealer of Weights and Measures, Section 211, or Weigher, Section 236, according to the nature of the duties of the particular position.

Section 165. Guard.—See Gateman, Section 163. Also see Prison Guard, Section 202, according to the nature of the duties of the particular position.

Section 166. Health Inspector.—See Sanitary Inspector, Section 209.

Section 167. Index Clerk.—The subjects of examination will be the same as for Clerk, Section 128, with the addition of TRAINING AND EXPERIENCE, and a paper testing practical knowledge of methods and forms of indexing, use of card catalogues, preparation of an index or card index from data given out in narrative or other form.

Section 168. Inspector of Almshouses.—*Age limit.* The Commission frequently prescribes a maximum limit. *Subjects of examination*: TRAINING AND EXPERIENCE; SPECIAL SUBJECT (questions relating to the care of the poor in almshouses, purchase of supplies and the laws relating thereto); WRITING OF LETTER OR REPORT; ARITHMETIC (including percentage, interest and simple book-keeping); ACCURACY; HANDWRITING.

Experience in the work of the Overseers of the Poor, or similar charitable work, while not required, will be given great weight in marking TRAINING AND EXPERIENCE. Applicants will also be given a physical examination.

Section 169. Inspector or Caretaker of Horses.—*Subjects of examination*: TRAINING AND EXPERIENCE; SPECIAL SUBJECT (questions testing knowledge of the care, feeding, handling and diseases of horses; also care of stable, harness, wagons, carts, etc.); ARITHMETIC; ACCURACY.

Applicants will be required to have sufficient knowledge and ex-

perience to fit them to become veterinarians, and may be required by the Commission to be registered veterinarians.

Section 170. Inspector of Cattle.—See Veterinary Inspector, Section 230.

Section 171. Inspector of Elevators.—*Subjects of examination:* TRAINING AND EXPERIENCE; SPECIAL SUBJECT (questions testing knowledge of construction, repair and inspection of elevators, knowledge of laws as to elevators, etc.); WRITING OF LETTER OR REPORT; ARITHMETIC; ACCURACY; HANDWRITING.

Section 172. Inspector of Foods and Drugs (State Service).—*Subjects of examination:* TRAINING AND EXPERIENCE; SPECIAL SUBJECT (questions as to laws relating to milk, butter, renovated butter, cheese, oleomargarine, vinegar, patent medicines, etc.; also as to methods of procedure in entering complaint and conducting prosecution in the courts; also as to duties of the office); WRITING OF LETTER OR REPORT; ARITHMETIC (including decimals, percentage, metric system and weights and measures); ACCURACY; HANDWRITING.

Section 173. Inspectors in General (Other than Inspectors of Work).—See under various special Inspector titles. The subjects of examination will vary according to the duties of the particular position.

Section 174. Inspector of Meats and Provisions.—*Subjects of examination:* TRAINING AND EXPERIENCE; SPECIAL SUBJECT (questions testing knowledge of meats, fish, vegetables, weights and measures, etc.); KNOWLEDGE OF LAWS (as to sale and purity of foods); WRITING OF LETTER OR REPORT; ARITHMETIC; ACCURACY; HANDWRITING.

Section 175. Inspector of Milk and Vinegar.—*Subjects of examination:* TRAINING AND EXPERIENCE; SPECIAL SUBJECT (questions testing knowledge of collection of milk, and management, care and sanitary condition of dairies; ability to make chemical analysis of milk and vinegar; ability to determine presence of all bacteria; knowledge of substances used in adulteration and preservation of milk); WRITING OF LETTER OR REPORT; ARITHMETIC; ACCURACY; HANDWRITING.

Section 176. Inspector for Overseers of the Poor.—See Almoner, Section 106.

Section 177. Inspectors, District Police (Other than Detectives and Boiler Inspectors).—NOTE.—This class includes Inspectors of Buildings, Factories and Workshops, and all other District Police Inspectors, except Detectives and Boiler Inspectors. *Age limit*, 25 to 50 years (this does not apply to veterans). *Minimum height*, 5 feet 7 inches. *Minimum weight*, 135 pounds. *Subjects of examination:* TRAINING AND EXPERIENCE; SPECIAL SUB-

JECT (questions on building construction, masonry, concrete and foundation work, safety of loads, architectural plans, ventilation, safety devices for machinery and elevators, modes of egress in case of fire, devices and appliances for extinguishing fires); KNOWLEDGE OF LAWS (as to employment of women and children, and building laws); WRITING OF LETTER OR REPORT; ARITHMETIC (including percentage, decimals and square and cubic measurements); ACCURACY; HANDWRITING. Applicants will also be given a physical examination.

Section 178. Inspector of Water Pipe Laying (Metropolitan Water and Sewerage Board.) — *Subjects of examination:* TRAINING AND EXPERIENCE; SPECIAL SUBJECT (questions as to laying large water pipes, trench work and explosives); ARITHMETIC; ACCURACY. Applicants will be required to have had experience in laying pipe and in handling large bodies of men.

Section 179. Inspector of Weights and Measures. — *Age limit,* 25 to 50 years (this does not apply to veterans). *Subjects of examination:* TRAINING AND EXPERIENCE; SPECIAL SUBJECT (questions testing practical and technical knowledge of weights and measures; construction of and types of mechanical weighing and measuring apparatus; duties pertaining to the office); KNOWLEDGE OF LAWS (governing inspection of weights and measures); WRITING OF LETTER OR REPORT; ARITHMETIC; ACCURACY; HANDWRITING. Applicants will also be given a physical examination.

Section 180. Inspector of Wires. — *Subjects of examination:* TRAINING AND EXPERIENCE; SPECIAL SUBJECT (questions testing knowledge of electrical science, indoor and outdoor wiring, practical knowledge of electrical work, knowledge of local city conditions affecting the department); WRITING OF LETTER OR REPORT; ARITHMETIC; ACCURACY; HANDWRITING.

Section 181. Inspector of Work. — The subjects of examination will be the same as for Foreman, Sections 157, 158, 159. See also Inspector of Water Pipe Laying, Section 176, and other Inspector titles.

Section 182. Instructor (excepting Instructors and Teachers in the Public Schools, and in the Charitable, Reformatory and Criminal Institutions). — Subjects of examination will vary according to the duties of the particular position.

Section 183. Instrument Man. — *Subjects of examination:* TRAINING AND EXPERIENCE; ALGEBRA (to and including the solution of simultaneous equations of the second degree); GEOMETRY (the applicant will be expected to have such familiarity with the principal theorems of plane and solid geometry as will enable him to solve simple problems dealing with lines, angles, areas and volumes; demonstrations of theorems will not be required); TRIGONOMETRY

(plane trigonometry,—trigonometrical functions, properties of logarithms and use of logarithmic table, solution of triangles, either right or oblique, by either natural functions or logarithms); KNOWLEDGE OF DUTIES (questions relating to the details of the work of the second man in a surveying party, in the field and office, including the construction, adjustment, care and use of the transit and level; compass and stadia surveying; details of surveying and levelling, keeping field notes, measuring and computing earth work; definition of technical terms); PLOTTING (plotting a survey by co-ordinates from field notes, inking-in plot and lettering a title); HANDWRITING.

Section 184. Interpreters.—*Subjects of examination:* TRAINING AND EXPERIENCE; PRACTICAL TEST (on speaking, reading and writing foreign languages); WRITING OF LETTER OR REPORT; ACCURACY; SPELLING; HANDWRITING; MEMORY TEST.

Section 185. Investigator and Examiner (State Highway Commission).—*Subjects of examination:* TRAINING AND EXPERIENCE; SPECIAL SUBJECT (questions testing scientific and practical knowledge of construction and operation of automobiles, knowledge of automobile laws and regulations); WRITING OF LETTER OR REPORT; ARITHMETIC; ACCURACY. Applicants will also be given a physical examination.

Section 186. Janitors (in Cities).—*Age limit.* The Commission may fix a maximum limit. *Subjects of examination:* TRAINING AND EXPERIENCE; SPECIAL SUBJECT (questions relating to care and handling of furnaces, boilers, gas, water supply, ventilation and sanitary matters); WRITING OF LETTER OR REPORT; ARITHMETIC; ACCURACY; HANDWRITING. The applicant may be required to have an engineer's or fireman's license of the proper class. Applicants may also be given a physical examination.

Section 187. Levellers.—See Instrument Man, Section 181.

Section 188. Mate (in Cities).—*Subjects of examination:* TRAINING AND EXPERIENCE; SPECIAL SUBJECT; ARITHMETIC; ACCURACY. Applicants will be required to have the necessary United States license.

Section 189. Mechanical Engineer (Ferry Division, Boston).—*Subjects of examination:* TRAINING AND EXPERIENCE; PRACTICAL KNOWLEDGE OF SHIP AND DOCK CARPENTRY; STEAM ENGINEERING (including practical operation of engines, thermo-dynamics, boilers, their care and strength); STRENGTH OF MATERIALS (lumber, iron, steel, chains, etc.); PREPARATION OF COMPLETE SPECIFICATIONS AND FORM OF CONTRACT (for purchasing, repair or remodeling of engines or ferry property); WRITING OF LETTER.

Section 190. Medical Inspector.—*Subjects of examination:* TRAINING AND EXPERIENCE; SPECIAL SUBJECT (practical questions

relating to the duties of the position); KNOWLEDGE OF LAW (as to the position). Applicants will be required to be registered physicians, and the Commission may require them to have been actual practicing physicians for such length of time as may be deemed desirable.

Section 191. Messenger.—The subjects of examination will be the same as for clerk, Sections 128, 129, 130.

Section 192. Meter Reader and Inspector.—*Subjects of examination:* TRAINING AND EXPERIENCE; SPECIAL SUBJECT (questions testing ability to read meters, and knowledge of duties); ARITHMETIC; ACCURACY. Applicants will be required to have some mechanical ability and training, and to be competent to make ordinary meter repairs.

Section 193. Metropolitan Park Police.—*Age limit,* 25 to 33 years (does not apply to veterans). *Minimum height,* 5 feet 8 inches. *Minimum weight,* 140 pounds. Subjects of examination, same as for Police Service, including physical examination and strength test.

Section 194. Milk Collector.—The Commission generally certifies to fill these positions from the eligible list of police applicants.

Section 195. Milk Inspector.—See Dairy Farm Inspector, Section 136; also Milk Collector, Section 194; Inspector of Milk and Vinegar, Section 173.

Section 196. Municipal Accountant.—Subjects of examination; same as for Accountant, Section 100, with additional paper on municipal accounting and laws applicable to municipal debts, etc.

Section 197. Office Boy.—See Clerk, Grade C, Section 130.

Section 198. Paymaster.—Subjects of examination, similar to that for Cashier, Section 121.

Section 199. Pilot (in Cities). Subjects of examination, same as for Mate, Section 188. Applicants will be required to have the necessary United States license.

Section 200. Police Service (Regular and Reserve in Boston).—*Age limit,* 25 to 33 years. *Minimum height,* 5 feet 8 inches. *Minimum weight,* 140 pounds. *Subjects of examination:* TRAINING AND EXPERIENCE; SPECIAL SUBJECT (questions relating to duties of a police officer, Police Department Regulations, statutory law, definitions of crimes, criminal processes and procedure, legal papers connected with police duty, automobile law, etc.); WRITING OF LETTER OR REPORT; ARITHMETIC; ACCURACY; HANDWRITING; MEMORY TEST. Applicants will also be given a physical examination and a strength test.

Applicants on filing applications should apply for and obtain from the Secretary of the Commission a pamphlet containing in-

formation as to crimes, police duties, etc., on which they will be examined.

Section 201. Police Service (Regular, Reserve, Permanent, Special, Substitute, Temporary, in Cities Other than Boston).—*Age limit*, 22 to 40 years (does not apply to veterans). *Minimum height*, 5 feet 7 inches. *Minimum weight*, 135 pounds. *Subjects of examination*: TRAINING AND EXPERIENCE; SPECIAL SUBJECT (questions relating to duties of a police officer, Police Department Regulations, statutory law, definitions of crimes, criminal processes and procedure, legal papers connected with police duty, automobile law, etc.); WRITING OF LETTER OR REPORT; ARITHMETIC; ACCURACY; HANDWRITING; MEMORY TEST. Applicants will also be given a physical examination and a strength test.

Applicants on filing applications should apply for and obtain a pamphlet containing information as to crimes, police duties, etc., on which they will be examined.

Section 202. Prison Guard or Watchman.—In general, no age, height or weight limits have been fixed; but for State Prison, Massachusetts Reformatory, and Prison Camp and Hospital the following requirements are made: *Age limit*, 25 to 40 years (does not apply to veterans). *Minimum height*, 5 feet 7 inches. *Minimum weight*, 135 pounds. *Subjects of examination*: TRAINING AND EXPERIENCE; DUTIES; WRITING OF LETTER OR REPORT; ARITHMETIC; ACCURACY; MEMORY TEST; HANDWRITING. Applicants will also be given a physical examination and a strength test.

Section 203. Private Secretary.—Subjects of examination, same as for Chief Clerk, Section 123.

Section 204. Proof Reader.—*Subjects of examination*: TRAINING AND EXPERIENCE; PRACTICAL TEST (of ability to read proof); ACCURACY; GRAMMAR AND PUNCTUATION; SPELLING; HANDWRITING; MEMORY TEST.

Section 205. Purchasing Agent.—*Subjects of examination*: TRAINING AND EXPERIENCE; SPECIAL SUBJECT (questions as to drawing up advertisements for bids, specifications and contracts); KNOWLEDGE OF PURCHASE OF SUPPLIES, KNOWLEDGE OF OFFICE ADMINISTRATION AND ACCOUNTS; WRITING OF LETTER OR REPORT; ARITHMETIC (including decimals, percentage, interest and discount, and book-keeping); ACCURACY; HANDWRITING.

Section 206. Recorder.—Subjects of examination, same as for Clerk Section 129, or for Chief Clerk, Section 123, according to the duties of the position.

Section 207. Rodman.—*Subjects of examination*: TRAINING AND EXPERIENCE; ARITHMETIC (including common and decimal fractions, percentage, square root, mensuration of rectangular surfaces and solids); ALGEBRA (to and including the solution of simul-

taneous equations of the second degree); GEOMETRY (the applicant will be expected to have such familiarity with the principal theorems of plane and solid geometry as will enable him to solve simple problems dealing with lines, angles, areas and volumes; demonstrations of theorems will not be required); KNOWLEDGE OF DUTIES (questions relating to the construction and use of rods, tapes, verniers and other implements and devices; details of the work of rodmen in the field and office; definitions of technical terms); TRACING (tracing cloth and a plan or a drawing of some engineering structure are furnished the applicant, who will be required to make a tracing in India ink); SPELLING; HANDWRITING.

Section 208. Sanitary Engineers.—Examinations are held as vacancies occur.

Section 209. Sanitary Inspector.—*Age limit.* The Commission frequently fixes a maximum limit. *Subjects of examination:* TRAINING AND EXPERIENCE; SPECIAL SUBJECT (questions on the laws relating to public health and infectious diseases; questions on the duties of the office, knowledge of modern methods of sanitation, cleansing and disinfection, prevention and methods of abatement of nuisances, tenement house construction, etc.); WRITING OF LETTER OR REPORT; ARITHMETIC; ACCURACY; HANDWRITING.

Applicants will also be given a physical examination.

Section 210. Schoolhouse Custodian.—Examinations are held as vacancies occur. See also Janitors, Section 186.

Section 211. Sealer of Weights and Measures.—*Subjects of examination:* TRAINING AND EXPERIENCE; SPECIAL SUBJECT (questions testing knowledge of laws governing inspection of weights and measures, practical and technical knowledge of weights and measures, knowledge of the construction and types of mechanical weighing and measuring apparatus, knowledge of the duties of the office); WRITING OF LETTER OR REPORT; ARITHMETIC (including simple percentage, decimals and metric system); ACCURACY; HANDWRITING. Applicants will also be given a physical examination.

In order to qualify for this examination, applicants must have had some amount of practical business experience with weights and measures.

Section 212. Secretary.—Examinations are held as vacancies occur. The subjects of examination vary according to the duties of the different departments. They have been as follows for the following special examinations:—

Secretary of Overseers of Poor.—Subjects of examination similar to those of Almoner, Section 106.

Secretary of the State Board of Charity.—TRAINING AND EXPERIENCE; WRITING OF PAPER (on some charitable or social problem on which the applicant has been engaged or is particularly

interested; this paper being marked for grammar, style, clearness of expression, as well as matter); PREPARATION OF RECORD OF MEETING; KNOWLEDGE OF SIMPLE ACCOUNTS; SPELLING. In order to qualify, applicants must have had experience or shown active interest and executive ability in charitable or social work.

Secretary of Superintendent of Schools, or School Committee.—Subjects of examination, similar to those of Chief Clerk, Section 123, with the addition of STENOGRAPHY AND TYPEWRITING.

Section 213. Settlement Clerk.—See Almoner, Section 106.

Section 214. Smoke Inspector.—*Age limit.* The Commission will probably prescribe an age limit. *Subjects of examination:* TRAINING AND EXPERIENCE; SPECIAL SUBJECT (questions relating to knowledge of fuel, etc., handling the same, combustion, causes of smoke nuisance and methods of abatement); KNOWLEDGE OF LAWS (relating to smoke nuisance); WRITING OF LETTER OR REPORT; ARITHMETIC (including percentage and decimals); ACCURACY; HANDWRITING.

Applicants will also be given a physical examination, including a specially rigid test of eyesight. Possession of a license and thorough training as a fireman or engineer, and technical training as a mechanical engineer, while not required, will be given special weight in marking for TRAINING AND EXPERIENCE.

Section 215. Stenographer.—*Subjects of examination:* STENOGRAPHY AND TYPEWRITING (three tests of skill and accuracy in taking shorthand notes are given, one at the rate of 100 words, one at the rate of 120 and one at the rate of 150 words a minute (optional); these notes are then transcribed by the use of the typewriting machine. In some examinations, a test for low speed of 80 words per minute may be given); ARITHMETIC; COPYING PRINTED MATTER (on typewriter, testing accuracy, speed and technique); SPELLING; TRANSCRIBING ROUGH DRAFT (on typewriter); TABULATION (on typewriter); HANDWRITING; INDEXING. (See, especially, Section 94.)

Section 216. Stock Keeper.—*Subjects of examination:* TRAINING AND EXPERIENCE; SPECIAL SUBJECT (questions relating to the duties of the particular position); WRITING OF LETTER OR REPORT; ARITHMETIC; ACCURACY; MEMORY TEST.

Section 217. Storekeeper.—Subjects of examination, same as for Stock Keeper, Section 216.

Section 218. Sub-foreman of Laborers (in Cities outside of Boston).—*Subjects of examination:* TRAINING AND EXPERIENCE; SPECIAL SUBJECT (questions as to general street, water, sewer and street cleaning and oiling work, according to duties of the particular position; questions as to use of tools, reading grade-stakes, tallying, etc.; questions as to care and handling of horses, for street cleaning

position); LEDGE WORK AND EXPLOSIVES (this subject is not obligatory); ARITHMETIC; ACCURACY.

In order to qualify for these examinations, applicants must have had some experience in manual work on the streets, sewers or water pipes.

Sub-foreman of Laborers (Boston and Commonwealth Service).—No separate examinations are held for these positions; but applicants must take the regular Foreman examinations for Boston or Commonwealth Service. (See Section 159.)

Section 219. Superintendent.—Examinations are held for these positions as vacancies occur; and the subjects of examination vary according to the duties of the position to be filled. The subjects of examination have been as follows for the following special examinations:—

Superintendent of Almshouses.—See Section 107.

Superintendent of Bath Department (Boston).—TRAINING AND EXPERIENCE; WRITING OF A PAPER (relating to the needs of the department, as a topic to be given out at the examination; two hours allowed for this subject); PREPARATION OF RECORD OF MEETING; KNOWLEDGE OF SIMPLE ACCOUNTS. Applicants are also given a physical examination.

Superintendent of Parental School (Boston).—*Age limit* 30 to 50 years. *Subjects of examination:* TRAINING AND EXPERIENCE; SPECIAL SUBJECT (practical questions on methods of inspection of dormitories, offices and pupils; relations between the officers and the boys; method of training and observation of boys; views as to discipline; practical dealing with specific cases).

Applicants will also be given a physical examination. In order to qualify they must have had substantial experience in school management and teaching of boys, a substantial experience in teaching of boys and training in business. They must also have some familiarity with manual and physical training and with purchase of supplies.

Superintendent of Main Drainage Works (Boston).—TRAINING AND EXPERIENCE; SPECIAL SUBJECT (knowledge of mechanical engineering, pumping machinery, fuel, etc.); WRITING OF LETTER; HANDWRITING; SPELLING; SPECIAL EXPERIENCE IN SUPERINTENDENCE OF MEN.

Section 220. Supervisor.—Examinations are held for these positions as vacancies occur, and the subjects will vary according to the duties of the particular position.

Section 221. Surveyor.—See Assistant Engineer, Junior Grade, Section 113; and Assistant Engineer, Senior Grade, Section 114.

Section 222. Tallyman.—Subjects of examination, similar

to those for Stock Keeper, Section 216; or for Inspector, Section 173, according to the nature of the duties of the particular position.

Section 223. Teacher (excepting Instructors and Teachers in the Public Schools, and in the Charitable, Reformatory and Criminal Institutions, State and Cities).—See Instructor, Section 182.

Section 224. Telegrapher.—*Subjects of examination:* TRAINING AND EXPERIENCE; PRACTICAL KNOWLEDGE OF TELEGRAPHY; WRITING OF LETTER OR REPORT; ACCURACY; SPELLING; HANDWRITING; MEMORY TEST. Applicants will be required to have had at least one year's actual practical experience in telegraphic work.

Section 225. Transitman.—See Instrument Man, Section 183.

Section 226. Treasurer.—Subjects of examination, same as for Cashier, Section 121, or for Accountant, Section 103.

Section 227. Truant Officer.—*Age limit* 30 to 45 years (in Boston); not under 30 years (in other cities). *Subjects of examination:* TRAINING AND EXPERIENCE; SPECIAL SUBJECT (questions testing knowledge of the laws relating to truants and truant officers, employment of children, etc., and of the duties of truant officers); WRITING OF LETTER OR REPORT; ARITHMETIC; ACCURACY; HANDWRITING; MEMORY TEST.

Experience in the charge or direction of children, while not required, will be given great weight in marking for TRAINING AND EXPERIENCE. Special attention will be paid to the moral character and record of the applicants.

Applicants will also be given a physical examination.

Section 228. Turnkey.—See Prison Guard, Section 202.

Section 229. Typewriter.—See Stenographer, Section 215.

Section 230. Veterinary Inspector (Veterinarian).—*Subjects of examination:* TRAINING AND EXPERIENCE; SPECIAL SUBJECT (practical questions relating to the duties of the position); KNOWLEDGE OF LAW (as to inspections, etc.).

Applicants will be required to be registered veterinarians; and the Commission may require them to be actual practicing veterinarians for such length of time as may be deemed desirable.

Section 231. Visitor.—*Age limit.* The Commission frequently prescribes age limits. *Subjects of examination:* TRAINING AND EXPERIENCE; SPECIAL SUBJECT (applicants may elect for examination any one of the following kinds of visiting: (a) admission of children to support; (b) babies; (c) children under self-supporting age, not including babies; (d) older girls; (e) older boys; (f) needy families; (g) settlement and support; the questions will vary according to the subject selected, and will test the applicant's method, dealing with hypothetical cases, etc.; if time allows at the examination, applicants may select one additional special subject); WRITING OF LETTER OR REPORT; ARITHMETIC; ACCURACY; VERBAL ORDERS; HANDWRITING.

Section 232. Warden of Almshouse. See Almshouse Superintendent. Section 167.

Section 233. Waste Water Inspector.—*Subjects of examination:* TRAINING AND EXPERIENCE; SPECIAL SUBJECT (questions as to the city water service, causes of waste, means of locating waste, knowledge of meters, etc.); ARITHMETIC; ACCURACY. Applicants will also be given a physical examination.

Section 234. Watchman.—Subjects of examination, same as for Prison Guard, Section 202; or for Gateman, Section 163, according to the duties of the particular position.

Section 235. Water Inspector.—*Subjects of examination:* TRAINING AND EXPERIENCE; SPECIAL SUBJECT (questions relating to the duties of the office, water fixtures, assessment of water rates, meters, waste of water, etc.); WRITING OF LETTER OR REPORT; ARITHMETIC; ACCURACY; HANDWRITING.

Section 236. Weigher.—Subjects of examination, similar to those for Tallyman, Section 222.

SPECIAL NOTE.

This Manual is intended to comprise the Civil Service Regulations and Orders, and a statement of such Civil Service Rules as are peculiarly applicable to applicants, expressed in such manner as to convey to applicants in convenient form whatever information they may need. If the form of statement conflicts, or can be construed to conflict with, the wording of the Civil Service Rules as formerly adopted by the Commission, the provisions contained in said Rules shall be held to control.

SPECIMEN EXAMINATION PAPERS.

ARITHMETIC PAPERS:—

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SPECIMEN ARITHMETIC PAPERS.

FOR CLERKS, MESSENGERS, ETC.

Rapid Computation.

1. Add these *across*, placing the totals in the spaces indicated; then add the totals:—

						Totals.
15,863	3,175	368	51,461	35,196	27,368	
7,242	82,463	24,175	52,837	3,724	51,493	
68,317	58,417	41,582	4,738	16,837	5,281	
52,683	26,364	73,642	25,164	42,525	70,463	
1,475	18,572	7,368	15,726	71,394	62,958	

2. Multiply 82,473,659 by 9,874. Give the work in full. 3. From 68,515,100 subtract 24,884,574. Give the work in full. 4. Divide 29,379.7 by .47. Give the work in full. 5. What is the net amount of a bill for \$19.20, subject to a discount of $16\frac{2}{3}\%$? Give the work in full.

Arithmetic.

1. Add these *across*, placing the totals in the spaces indicated; then add the totals:—

					Totals.
71,360	1,468	63,926	42,869	84,716	
46,831	27,305	1,748	30,627	25,942	
7,529	24,738	35,286	51,843	73,681	
47,531	61,901	13,574	6,815	45,028	
68,295	75,824	93,571	72,493	6,135	

2. From the sum of $\frac{2}{3}$, $\frac{3}{4}$, $\frac{4}{5}$ and $1\frac{1}{2}$ subtract the difference between 2 and $1\frac{8}{11}$. Give the work in full. 3. Find the value of $(3\frac{1}{3} \times 6\frac{1}{4}) \div (5\frac{5}{9} \times 12\frac{2}{3})$. Give the work in full. 4. From the sum of seven and eighty-nine hundredths, thirty-one and four-tenths, and eighty-six thousandths subtract four thousand eighty-five ten-thousandths; multiply the remainder by thirty-four and five-tenths, then divide the product by eighty-two ten-thousandths. Give the work in full. 5. If $15\frac{1}{2}$ yards of cloth cost \$38, what is the cost of 9 pieces of cloth, each containing $39\frac{1}{2}$ yards? Give the work in full. 6. I sold goods at 20% gain, and, investing the proceeds, sold at 20% loss; did I gain or lose by the operation, and what per cent.? Give the work in full. 7. Find the amount due on a note for \$329.97 after 2 months and 6 days, if interest is at the rate of 6% per annum. Give the work in full. 8. On what date will a man owe \$356.70 on a note for \$348, drawing simple interest at the rate of 5% a year, if the note is dated July 3, 1910? Give the work in full.

FOR STENOGRAPHER-TYPEWRITERS.

1. Add these *across*, placing the totals in the spaces indicated; then add the totals:—

						Totals.
162,574	31,489	4,963	60,824	75,316	28,147	
95,384	58,417	58,142	17,539	8,249	36,057	
71,620	263,063	79,641	7,316	84,136	138,642	
5,726	17,582	58,273	85,240	27,595	9,572	

2. A very good soil is one $\frac{3}{5}$ of which is clay, $\frac{3}{10}$ is sand, and the remainder is lime. How many pounds of each substance are there in 70 pounds of this soil? Give the work in full. 3. Find the value of eleven and seventy-one ten-thousandths minus thirty thousand one hundred three hundred-thousandths plus nineteen minus fourteen and nine-hundredths minus nine hundred eighty-two ten-thousandths plus six and seven hundred seventy-four thousandths. Give the work in full. 4. From a tank full of water $\frac{2}{3}$ of the water was withdrawn. Then 35 gallons were added, when the tank was exactly half full. What is the capacity of the tank? Give the work in full. 5. Reduce 9 hours 15 minutes to the decimal of a day. Give the work in full. 6. The cost price of a book is 57 cents, the expense of sale is 6%, and the profit is 24%. What is the retail price? Give the work in full. 7. Find the principal that will produce \$873.30 interest in 3 years 5 months at 6%. Give the work in full. 8. (a) What is $\frac{5}{12}$ of 70? (b) 70 is $\frac{5}{12}$ of what number? Give the work in full.

FOR SEALERS OF WEIGHTS AND MEASURES.

1. In measuring a spool of thread marked 2,400 yards, 200 yards were found to weigh $\frac{3}{16}$ ounce and 25 grains, avoirdupois weight. The balance of the thread was found to weigh $2\frac{5}{8}$ ounces and 2.2 grains, avoirdupois weight. How many yards did the spool contain? 2. A can measures 15 inches in diameter and is 2 feet 2 inches in depth. How many liquid gallons will it hold? 3. A wooden measure is $10\frac{4}{8}$ inches in diameter. What should be its approximate depth to hold 1 peck? 4. What is 175 pounds Troy equivalent to in pounds avoirdupois? 5. Write out 3 bushels, 1 peck, 3 quarts in bushels and decimal. 6. Give the relation of an avoirdupois pound to a Troy pound. What part of a Troy pound is .75 grain? 7. What is the percentage of difference, if any, between a dry and liquid quart. 8. In weighing by vibrations, or swing of the pointer of the scale, we obtain the following readings:—

Left.	Right.
5.1	15.1
5.4	14.9
5.8	14.8
5.9	14.3
6.1	14.1
6.3	

What is the point of rest? **9.** We add to the left-hand pan of scale .01 grain, and obtain the following readings:—

Right.	Left.
5.5	15.8
5.6	15.7
6.0	15.5
6.3	15.0
	14.9

What would be the scale deflection with 1 grain on pan?

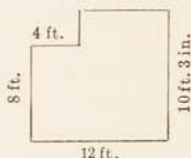
FOR VISITORS.

1. The population at the State Hospital at Tewksbury on Dec. 1, 1907, was 1,789; in 1908, 2,085; in 1909, 2,314. What was the per cent. of increase in 1908 over 1907? In 1909 over 1908? **2.** Thomas White, aged ten, is in the care of the Boston Trustees for Children. The cost of his care to the city is \$130 per annum. An uncle pays toward this sum \$20 per year, an older brother \$2.25 per month, and a sister 50 cents per week. The city pays the balance. What is the balance? Next year Thomas can earn enough to reduce the cost of his care to \$78. One-fourth of the reduction is to be taken from the contribution of each of the relatives and the city. What will be the uncle's share per year, the brother's share per month, the sister's share per week, and the balance to be met by the city? **3.** Fall River has an estimated population of 105,762. The average cost of relief from the city treasury to persons in their homes and in institutions was, in 1908, \$84,646. What was the per capita cost to the total population? **4.** A mother and daughter have been receiving from a relief organization a grocery order, including the following: flour, $12\frac{1}{2}$ pounds; Indian meal, 3 pounds; Cocoa shells, $\frac{3}{4}$ pound; Dried fish, 2 pounds; Potatoes, $1\frac{1}{2}$ pecks. They add to their household an orphan nephew, twelve years old, who requires $\frac{5}{8}$ as much food as the other two. Give the exact amount of each of these articles which the society should send to this family of three.

FOR ALMONERS, AGENTS, ETC.

1. If $\frac{5}{9}$ of a ton of coal cost \$4, how many tons can be bought for \$158 $\frac{2}{3}$? Give the work in full. **2.** How many square yards of plastering in the four walls of a room 21 feet 9 inches long, 16 feet 6 inches

wide and 12 feet high, if no allowance is made for doors and windows? Give the work in full. **3.** Of the inhabitants of a town 37% are men, 35% are women and 2,100 are children. What is the whole number of inhabitants? Give the work in full. **4.** How many boards each 16 feet long and 10 inches wide will be required to cover the floor of a rectangular room 30 feet long and 24 feet wide? Give the work in full. **5.** Estimate the number of cubic feet in a rectangular room 7 feet 4 inches high whose floor measurements are shown in the sketch below. Give the work in full.



FOR WATER INSPECTORS, ETC.

1. Write in figures the following amount: Thirty-seven thousand three hundred two dollars and seven cents. Write in words the number expressed by the following figures: 12.0375. **2.** Add the following column:—

$$\begin{array}{r}
 \$6,542.17 \\
 2,639.89 \\
 967.52 \\
 1,968.37 \\
 856.25 \\
 2,119.02 \\
 \hline
 \end{array}$$

3. If 79 horses which cost \$10,487.25 are sold for \$10,878.30, what is the profit on each horse? Give the work in full. **4.** Find the number of cubic feet in a tank 8 feet long, 4 feet 6 inches wide and 3 feet 3 inches deep. Give the work in full. **5.** What will be the cost of 78,500 feet of water, the rates being as follows: for the first 20,000 feet 15 cents per 100 feet; for the second 20,000 feet 14 cents per 100 feet; for the third 20,000 feet, and upwards, 12 cents per 100 feet? Give the work in full. **6.** If a deduction of $4\frac{1}{4}$ per cent. is made from a water bill of \$748, what will then be the amount of the bill? Give the work in full.

FOR POLICE, DISTRICT POLICE DETECTIVES, WATCHMEN, TRUANT OFFICERS, FIREMEN, ETC.

1. Add the following column:—

\$1,876.25
1,764.19
743.99
1,237.18
965.28
1,437.82
2,112.76
1,837.95
<hr/>

2. If 198 tons of coal cost \$1,435.50, what is the cost per ton? Give the work in full. The answer should be in dollars and cents. 3. If a man should work 296 days during the year, at \$2.50 a day, and should spend at the rate of \$59 a month, how much would he save during the year? Give the work in full. 4. A man paid \$5,186.50 for 19 horses and then sold them for \$242.25 each; how much did he gain by the transaction? Give the work in full. 5. What will 198 pounds of tea cost at $67\frac{2}{3}$ cents a pound? Give the work in full.

FOR DISTRICT POLICE, INSPECTION DIVISION.

1. What will it cost to fill a coal-bin 24 feet long, 10 feet 3 inches wide and 8 feet 4 inches deep with coal at \$7 per ton, allowing 35 cubic feet to the ton? Give the work in full. 2. A man sold 210 bushels of wheat at \$0.96 a bushel, and bought hay at \$14.40 a ton. He then sold the hay at \$16 a ton. How much did he gain? Give the work in full. 3. What will be the weight of the cement needed to plaster the sides and bottom of an open cistern 4 feet long, 3 feet 3 inches wide, 2 feet deep, if the cement weighs 8 pounds per square foot? Give the work in full. 4. A man paid \$2,834 for 13 horses and sold them for \$2,931.50; how much did he make on each horse? Give the work in full. 5. If the population of a city was 25,600 in 1895 and 31,488 in 1905, what per cent. was the increase? Give the work in full.

FOR FOREMEN.

1. If a bricklayer receives \$6 per day of 8 hours, how much will be due for 5 days $3\frac{1}{2}$ hours' work? Give the work in full. 2. If brickwork requires 23 bricks per cubic foot, how many bricks will be required to build a wall 75 feet long, 6 feet high and 8 inches thick? Give the work in full. 3. How many feet, board measure, of 2-inch plank will be required to sheet a trench 150 feet long and 9 feet deep? No allowance for waste. Give the work in full. 4. How many

cubic yards of excavation in a trench 450 feet long 8 feet wide and 13 feet deep? Give the work in full. **5.** If a laborer averages 7 cubic yards of excavation per day, how many days will be required for 8 laborers to excavate a trench of the dimensions named in question 4? Give the work in full.

FOR JANITORS.

- 1.** Add the following column:—

\$2,251.75
1,896.31
2,187.94
1,684.37
2,998.79
1,342.68
<hr/>

2. A man having a journey of 313 miles to perform in 6 days, travels 54 miles a day for 5 days; how far must he go on the sixth day? Give the work in full. **3.** In how many days will a ship cross the Atlantic Ocean, 2,880 miles, if she sails at the rate of 10 miles an hour? Give the work in full. **4.** How many tons of coal can be bought for \$572.75, if each ton costs \$7.25? Give the work in full. **5.** What will 132 pounds of butter cost at $66\frac{2}{3}$ cents a pound? Give the work in full.

FOR DRAWTENDERS.

- 1.** Add the following amounts:—

\$7,238.51
9,834.13
9,562.47
5,616.87
2,536.20
3,265.89
7,843.26
2,645.37
<hr/>

2. If 97 street cars cross a bridge in an hour, and each car carries 32 passengers, how many passengers will that make in all? Give the work in full. **3.** If 7,000 tons of coal are sent in three barges, and one barge is lost on the way, and the two barges arriving carry 1,427 tons and 2,986 tons, respectively, how much coal was lost? Give the work in full. **4.** If a schooner brings 2,000,000 feet of lumber in 7 equal freights, how many feet must she bring each time? Give the work in full. **5.** If a vessel earned \$1,264.10 for freighting 1,424 tons of coal, how much would the freight be per ton? Give the work in full.

FOR RODMEN, JUNIOR GRADE DRAFTSMEN, ETC.

1. From $\frac{(2+\frac{1}{5}) \div (3+\frac{1}{4})}{(\frac{1}{2}-\frac{1}{3}) \times (4-3\frac{3}{4})}$ subtract two and nineteen thousandths, and extract the square root of the remainder. Carry the work to four places of decimals. 2. Change the following lengths to feet and inches, giving the answers to the nearest eighths of an inch, and express the fractions of an inch only in halves, quarters or eighths of an inch: 5.70 feet; 10.84 feet; 4.59 feet; 2.91 feet. 3. Find the average of $12\frac{1}{2}$, 21, $7\frac{3}{4}$, .034, 3.125, 0, 24.5, and $12\frac{7}{10}$. Write the answer decimally in words. 4. A contractor, having agreed to build 10 miles of railroad in 150 days, finds that 90 men have finished 3 miles in 80 days. How many more men must he engage to finish the work in the required time? 5. A concrete wall is to be built between the vertical faces of two existing walls 120 feet apart. The new wall is to be 2 feet wide on top, 4 feet wide at bottom and 15 feet high, 5 feet of which is to be below the surface of the ground. Required the amount of concrete in the wall, the amount of excavation to be made if side slopes of two horizontal to one vertical are to be maintained during the work, and the amount of material that must be returned if the original surface is to be restored after the wall is built. All quantities to be given in cubic yards.

SPECIMEN ALGEBRA EXAMINATIONS.

FOR RODMEN, JUNIOR GRADE DRAFTSMEN, ETC.

1. Multiply $(5x+4x^2+x^3-24)$ by $(x^2+11-4x)$. 2. The length of a certain rectangle is an inch less than double its breadth, and, when a strip 3 inches wide is cut off all round, the area is diminished by 210 square inches. Find the dimensions of the rectangle at first. 3. Determine the value of x from the following equation:—

$$\sqrt{x+5} = -\frac{12}{\sqrt{x+12}}$$

4. A person has \$14,400 to invest. He can buy 4% bonds at 96% of their face value, and 5% bonds at 120% of their face value. Find the amount of money he must invest in each class of bond in order to receive the same income from each investment. 5. Solve the simultaneous equations:—

$$\left. \begin{array}{l} x+y=49 \\ x^2+y^2=1,681 \end{array} \right\}$$

FOR INSTRUMENT MEN, ETC.

1. Divide $[x^3+(a-b+c)x^2+(ac-ab-bc)x-abc]$ by $(x+c)$.
2. Simplify $\left(x+\frac{3x+6}{x^2-1}+2\right) \div \left(x+3+\frac{1}{x+1}\right)$.

3. If 80 pounds of sea water contain 4 pounds of salt, how much fresh water must be added to this quantity so that 45 pounds of the new solution may contain $1\frac{2}{3}$ pounds of salt? 4. A certain number of tons of steel and iron work were furnished for the sum of \$21,315. If the price per ton had been \$1 higher, 8.7 tons less would have been supplied for the same money. How many tons were actually furnished? 5. Two rectangular and adjoining city lots have a common side at right angles to the street, but one lot has 20 feet more frontage than the other. Their combined area is 11,050 square feet, and the distance around this area, disregarding the common side, is 470 feet. What dimensions for the lots, respectively, are consistent with the above description?

FOR JUNIOR GRADE ENGINEERS, SURVEYORS, ETC.

1. Reduce to its simplest form the expression:—

$$1 - \frac{1}{1 + \frac{1}{x}}$$

2. Divide $(x^5 - mx^4 + nx^3 - nx^2 + mx - 1)$ by $(x - 1)$. 3. A certain distance is to be divided into two parts whose difference shall equal four-tenths of the entire distance, and one of which shall be less than 800 feet by as much as the other exceeds 800 feet. What is the entire distance? 4. A certain number of \$10 mining shares were bought at a certain per cent. discount from par value for a total of \$8,800. They afterwards advanced to a per cent. premium $3\frac{1}{2}$ times the previous discount, and at this price all but 100 were sold for a total of \$17,000. How many shares were bought in the first place, and how much was then paid for each share? 5. Comparing the average running time of certain express, local and freight trains between two given towns, it is found that the express makes the run in 4 hours less time than the local, and the local in 6 hours less time than the freight. Assuming the local to travel 10 miles an hour faster than the freight, and the express 20 miles an hour faster than the local, find the distance between the towns.

FOR SENIOR GRADE DRAFTSMEN.

1. Simplify the following expression:—

$$\left(\frac{3}{a-b} + \frac{2b+a}{b^2-a^2} \right)$$

2. Perform the operation here indicated, factoring and simplifying where possible:—

$$\frac{x^2y - 4y}{x^2 - y^2 - z^2 + 2yz} \div \frac{xy + 2y}{x^2 - xy + xz}$$

3. With the same effort a certain ship steams a miles in b hours with a given current, and c miles in d hours against it. Find the algebraic expression for its speed in still water. 4. A cistern holding 21,000 gallons can be filled by two given pipes, discharging together, in 1 hour, 40 minutes. What must be their respective discharging capacities in order that, discharging separately, one shall fill the cistern in 3 hours and 30 minutes less time than the other? 5. Determine all values of x and y for the following simultaneous equations:—

$$\begin{cases} \frac{x}{y} + \frac{y}{x} = \frac{29}{10} \\ 3x - 2y = 4 \end{cases}$$

SPECIMEN GEOMETRY PAPERS.

FOR RODMEN, JUNIOR GRADE DRAFTSMEN, ETC.

1. (a) What are supplementary angles? (b) How many circumferences can be drawn through three points not in a straight line? (c) If, in the triangles ABC and DEF , $\frac{AB}{DE} = \frac{AC}{DF}$, what is further necessary in order that the triangles shall be similar? (d) How would you compute the area of a trapezoid? 2. In a triangle ABC the side AB is 40 units long and AC 90 units. From a point E on AB , 15 units from A , a straight line is drawn parallel to BC and meeting AC in a point F . What is the length of FC ? 3. Show how you would find, by geometrical construction, a mean proportional between two straight lines of any assumed length. 4. A circle whose circumference is 132 inches is to be subdivided by concentric circumferences into three equal parts. Find the respective radii of the three circles, to the nearest $\frac{1}{16}$ of an inch. Call $\pi = \frac{22}{7}$. 5. A cube of metal whose edge is 24 inches long is transformed into a right prism whose base is a rectangle measuring 16 inches by 12 inches. (a) Find the height of the prism. (b) Find the difference between total surfaces of cube and prism, stating which surface is the larger.

FOR INSTRUMENT MEN, ETC.

1. The legs of a trapezoid are perpendicular to each other, and one angle of the trapezoid is 50° . Find the other three angles. 2. A chord in a given circle is 16 feet in length and is divided into two parts, 7 feet and 9 feet long, respectively, by a second chord, which crosses it. Find the length of the second chord, if one of its segments measures 3 feet. 3. The sides of a triangle measure 9, 12 and 15 feet, respectively. Find the lengths of the segments of the 15-foot side made by the bisector of the opposite angle. 4. A certain water

tank has the main portion cylindrical, open at the top and $10\frac{1}{2}$ feet in diameter, and has a hemispherical base. The capacity of the cylindrical portion is 6 times that of the hemispherical base. How many square feet of metal are required for the tank, neglecting laps and waste? Call $\pi = 3\frac{1}{2}$. 5. Supposing a regular hexagon and a regular octagon each to have a perimeter of 48 feet. Find their respective areas to the nearest $\frac{1}{10}$ of a square foot.

FOR JUNIOR GRADE ENGINEERS, SURVEYORS, ETC.

1. The bisector of one of the equal angles of a certain isosceles triangle makes with the opposite side an angle of $52^\circ 15'$. Find the value of each angle of the isosceles triangle. 2. The sides of a right triangle measure 100 feet and 240 feet, respectively. Find the lengths of their projections upon the hypotenuse, and the altitude of the triangle when the hypotenuse is taken as the base. 3. In a circle of 50 inches diameter a chord AB , 40 inches long, is drawn, and is to be produced to a point P such that a tangent to the circle from P shall have the same length as the chord. Find the external distance BP to the nearest hundredth of an inch. 4. An open circular reservoir is 150 feet in diameter at the top, 15 feet deep, and has an interior side slope of two base to one vertical. (a) Find the area of inner surface to the nearest 10 square yards. (b) Find the capacity to the nearest 10 cubic yards. 5. A right circular cone, 58 inches high, has a base 46 inches in diameter, resting on a horizontal plane. A metal bar, whose cross-section is a circle 20 inches in diameter, is made into a ring of such opening that, when set down over the cone, it comes in contact with it half way between apex and base, the ring itself being horizontal. Find volume of ring to the nearest 100 cubic inches.

$$\pi = \frac{22}{7}.$$

FOR SENIOR GRADE DRAFTSMEN.

1. A rope $\frac{1}{4}$ inch in diameter is wound about the surface of a cylindrical drum until it is completely covered. The drum is 2 feet 4 inches in diameter and 4 feet long. Find the number of feet of rope. 2. Find the lengths of the sides of a rectangular field which shall contain 15 acres and whose length shall be $\frac{3}{2}$ times its breadth. 3. What length on a side of its cross-section, to the nearest $\frac{1}{100}$ of an inch, must be given to a solid hexagonal rod which shall contain the same amount of material per foot of length as a circular rod 2 inches in diameter? 4. The lengths of two chords lying on the same side of the diameter of a circle are 50 feet and 86.6 feet, respectively, and their distance apart is 18.3 feet. Find the area between them. 5. A vertical cylindrical water tank 20 feet in diameter, supported on a trestle, is to have either a conical or a hemispherical bottom. Compare the square feet of metal, disregarding the lap at joints, required by the respective designs, both forms to have the same cubical contents.

SPECIMEN TRIGONOMETRY PAPERS.

FOR INSTRUMENT MEN, ETC.

1. (a) What is the secant of 120° ? (b) If the sine of a certain angle is $\frac{6}{10}$, find the sine of double the angle without the use of tables. (c) The tangent of a certain angle being $-\frac{4}{3}$, compute the cosecant, versed sine and cosine. 2. By logarithms obtain the value of the following expression:—

$$\frac{103 \times 876543 \times 0.005678}{(30.915)^3 \times (0.1609)^2 \times (1000)^{\frac{1}{2}} \times \sqrt[4]{0.06761}}$$

3. Find, to the nearest hundredth of an inch, the length of a diagonal of a regular pentagon, each of whose sides measures 1 foot. 4. To find the distance AB between two points, which it was impracticable to measure because of an intervening obstacle, a point C was chosen from which A and B could be seen and the distance to them could be measured. AC measured 1,604 feet and CB 1,283.5 feet, while the angle ACB measured $76^\circ 24'$. What was the distance AB to the nearest foot? (Do not use logarithms in solving this question.) 5. In a triangle ABC the angle A is $58^\circ 43'$, the side AB is 1,514 feet, and the angle B is $81^\circ 19'$. From a point x , 500 feet from A on the side AB , a straight line is to be run to some point y on the side AC , so as to cut off a triangle xAy that shall contain 13 acres. Find the distance Cy . (In this question use logarithmic functions for angles.)

FOR JUNIOR GRADE ENGINEERS, SURVEYORS, ETC.

1. (a) Determine cosecant of 45° ; cosecant of 225° ; tangent of 120° (giving algebraic sign of function in each case). (b) If the sine of $2A$ is $\frac{8}{10}$, find the tangent of A . (c) If the cosine of an angle in the first quadrant is $\frac{1}{5}$, find its versed sine, cotangent and secant. (a), (b) and (c) are to be answered without recourse to tables. 2. Without any preliminary simplification apply logarithms so far as possible to finding the value of L in the following equation:—

$$L = Qwh \left[1 - \frac{2 \tan A \sin^2 \frac{B}{2}}{\sin B} \right], \text{ when } Q=151.75, w=62.4, h=100, \\ A=21^\circ 15' 30'', \text{ and } B=15^\circ 45'.$$

3. In a triangle ABC the interior angle at B is $19^\circ 21' 10''$, that at A is $103^\circ 35' 50''$, and the side BC is 593.59 feet. Find the side AC to the nearest hundredth of a foot, using logarithms. 4. The three sides of a triangular plot of ground are found to be respectively 310, 420 and 540 feet in length. Find the value of its largest interior angle to the nearest ten seconds, using natural functions and avoiding logarithms. 5. A plot of land is surrounded by four streets, two of which are parallel, and on one of these latter, AB , having the longer frontage

of the two, this measures 286 feet. The other two streets make angles with AB of $75^\circ 15'$ at A , and $82^\circ 37'$ at B , respectively, the frontage on the former being 142 feet. The plot is to be subdivided by a line parallel to AB so located that the area included between these two lines shall be one-half the remainder of the plot. Find to the nearest tenth of a foot the respective frontages of the subdivisions thus formed.

FOR SENIOR GRADE ENGINEERS, ETC.

1. (a) Determine cosecant of 45° ; cosecant of 225° ; tangent of 120° (giving algebraic sign of function in each case). (b) If the sine of $2A$ is $\frac{8}{10}$, find the tangent of A . (c) If the cosine of an angle in the first quadrant is $\frac{1}{2}$, find its versed sine, cotangent and secant. (a), (b) and (c) are to be answered without recourse to tables. 2. Without any preliminary simplification apply logarithms so far as possible to finding the value of L in the following equation:—

$$L = Qwh \left[1 - \frac{2 \tan A \sin^2 \frac{B}{2}}{\sin B} \right], \text{ when } Q = 151.75, w = 62.4, h = 100, \\ A = 21^\circ 15' 30'', \text{ and } B = 15^\circ 45'.$$

3. In a triangle ABC the interior angle at B is $19^\circ 21' 10''$, that at A is $103^\circ 35' 50''$, and the side BC is 593.59 feet. Find the side AC to the nearest hundredth of a foot, using logarithms. 4. The three sides of a triangular plot of ground are found to be respectively 310, 420 and 540 feet in length. Find the value of its largest interior angle to the nearest ten seconds, using natural functions and avoiding logarithms. 5. A plot of land is surrounded by four streets, two of which are parallel, and on one of these latter, AB , having the longer frontage of the two, this measures 286 feet. The other two streets make angles with AB of $75^\circ 15'$ at A , and $82^\circ 37'$ at B , respectively, the frontage on the former being 142 feet. The plot is to be subdivided by a line parallel to AB so located that the area included between these two lines shall be one-half the remainder of the plot. Find to the nearest tenth of a foot the respective frontages of the subdivisions thus formed.

FOR SENIOR GRADE DRAFTSMEN.

1. In a triangle ABC , right-angled at A , the side AC measures 30 feet, and AB measures 20 feet. Without recourse to tables, find numerical expressions for sine, cosine, tangent and cotangent of angle C ; and for secant, cosecant and versed sine of angle B . 2. As far as possible, apply logarithms in finding the value of V in the formula:—

$$V = \sqrt{\frac{2gh}{\frac{FLD^4}{d^5} + \frac{f l D^4}{32 R^4} + \frac{1}{C^2}}}, \text{ when } g = 32.16, h = 230.75, F = 0.028, \\ L = 125, D = 0.09375, d = 0.25, \\ f = 0.027, l = 375, R = 0.10417, \text{ and } \\ C = 0.98.$$

3. Two street lines, AB and AC , diverge at an angle of $46^{\circ} 49'$. How far distant from A , to the nearest hundredth of a foot, in the direction AB must a perpendicular to AB be started in order that its extension to AC may enclose an area of 20,000 square feet, and what will be the frontage of this area on AC ? Use none but natural functions. 4. From a point A , at the extremity of a 500-foot base line AB , on one side of a stream, the angle between AB and the line of sight to a point C , on the opposite side of the stream, is found to be $80^{\circ} 50'$, while at B the corresponding angle is $49^{\circ} 14'$. Find the distance AC , using logarithms. 5. A certain plot of ground has a street frontage of 433.74 feet. The angle between the front line and one side is $75^{\circ} 25'$, and between the front line and the other side is $80^{\circ} 31'$. It is desired to run a rear line parallel to the front line so as to enclose between them an area of 75,000 square feet. Find to the nearest hundredth of a foot the resulting length of each side of the plot.

SPECIMEN ROUGH DRAFT PAPER.

It was predicted by ^{those} ~~the~~
 who advocated the enactment
~~advocates~~ of the civil-service law
 that the temptation to make ^{radically} sense-
 less removals of the ^{valuable} would disappear with the pow-
 er to control appointments to
thus made vacant positions. This prediction
 has been largely fulfilled. The
 civil-service act did not ~~prevent~~ ^{intend that} for retaining
 incompetent persons in office.
 The authority of removal ^{and its exercise for proper reasons} ~~is~~ neces-
 sary for the efficiency and the
discipline of the service. The
 power of removal is not affected
 by the (rules or the law) ^{further than} ~~except~~
 that ~~no~~ removals shall ^{not} be made
 for religious or political reasons.
 The results under the ~~new~~ system
^{in every respect} are more satisfactory than

unjust
 removal of the
 Should be
 retained/
 to
 public/
 to
 to
 present/

old/ under the ~~other~~ system.
 in the rule/ There are restrictions in regard
 persons/ to the reinstatement of ~~those~~
 who have been ^{dismissed} ~~discharged~~ for
 delinquencies or misconduct,
 while inefficient employees,
under the old system & persons
 who should have been discharged
 or misconduct ^{not only} ~~discharged~~
 in office for delinquencies, were kept without
 regard to their failings, but
 dismissed/ when some of them were ~~discharged~~
 for ^{proper} ~~good~~ reasons, they had suf-
 ficient, ^{often} ~~sufficient~~ influence ^{set back into} ~~to return~~ to
 the service. Such reinstate-
 ments cannot ^{now} be made under
 civil service/ the ~~present~~ rules

SPECIMEN TRAINING AND EXPERIENCE PAPER.

FOR FIRE SERVICE.

1. (a) Where and when were you born? (Give day, month and year.) (b) How long have you lived in this city? 2. Do you ever drink beer, ale, whiskey, or other liquors or wines? If so, state fully and exactly what your habits are in such use. If you are a total abstainer, state since when. 3. Physical qualifications and health record. (a) Weight in ordinary clothing, without overcoat and hat. Exact height in bare feet. (b) Are you in robust health and able to perform duties requiring walking, travelling and physical exertion outside of an office? (c) Have you any defect of eyesight, or are you obliged to wear glasses? (d) Have you any defect of hearing? (e) Describe fully any physical disability or illness which you now have, or have had in the past two years. 4. (a) State fully in what schools, or other institutions, you received your education, and the length of time in each. Give dates of entering and leaving. (b) If you have had training in any trade or technical school or school of mechanical arts, or any apprenticeship in any trade, state in detail, giving dates. 5. (a) Have you ever served as callman, or substitute callman? If so, name the place and service and state the exact length of time, giving dates, the exact nature of your duties, the exact cause of your leaving, or resignation pending charges. (b) Have you ever had the care of horses? If so, how many and in what capacity? (c) Are you a skillful driver? State fully by whom, where and how long employed as driver, giving the dates of beginning and termination, and the number of horses driven. (d) Give the names of two or more persons who will furnish certificates as to your skill as a driver. 6. Have you ever done police patrol, or watchman duty? If so, state fully as to each of the following points: (a) when, where and how long employed, giving dates; (b) name and place of service and the names of employers; (c) exact nature of your duty; (d) exact cause of your leaving, or discharge or resignation pending charges. 7. Have you ever been a draw-tender, janitor, fireman, engineer, assistant engineer or chief engineer? If so, state fully as to each of the following points; (a) when, where and how long employed; (b) names of employers; (c) exact nature of your duties; (d) exact cause of your leaving, or discharge or resignation pending charges. 8. (a) Have you ever been examined for a license as engineer, fireman, chauffeur, or any other position requiring a license in Massachusetts or elsewhere? If so, give grade and date of license and date of renewal. (b) Has your license ever been suspended or revoked? If so, state when and for what cause. 9. While in any service, public or private, were you ever complained of, or officially reprimanded, or lowered in rank for violation of rules or neglect of duty, drunkenness, or for any other cause? If so, state fully, giving dates. 10. Have you ever

served in the army, navy or volunteer militia? If so, name the vessel or regiment and company, and state how long and in what capacity you served, and whether you have been honorably discharged, been dismissed, have resigned or been asked to resign. (Give date of enlistment and discharge in each case.) **11.** State fully and in detail all your practical experience in trade, business, occupation, profession, public office or employment other than what you have already described, answering each of the following points: (a) when, where and how long employed; (b) names of employers; (c) exact nature of your duties and your pay; (d) exact cause of leaving or discharge, or resignation pending charges. **12.** State any other facts, not opinions, as to your training or experience which, in your opinion, particularly fit you for the position for which you apply.

SPECIMEN PHYSICAL EXAMINATION BLANK.

1. EYES. Is the sight good? Reject if eyesight is below the following formula: $\frac{15}{20}$ vision with one eye and $\frac{15}{50}$ of the other; both eyes less than $\frac{15}{20}$.	
2. EARS. Is the hearing good? Reject for defective hearing.	
3. TEETH. Are the teeth insufficient or defective? Reject if the applicant has insufficient or defective teeth; provided, however, that if he furnishes within thirty days from such rejection a certificate from some reputable dentist that his teeth have been put in proper condition for mastication, his name will be placed on the eligible list.	
4. LUNGS. Are there any indications of disease of the organs of respiration or their appendages? Reject if any are found.	
5. HEART. Are there any indications of disease of the heart or of the blood vessels? Reject if any are found.	
6. SPINE. Is the spine crooked? Reject for crooked spine, either anterior or lateral.	
7. HANDS. Has the applicant lost either or both of his thumbs or any of his fingers? Reject for loss of thumb or any part thereof. Reject for loss of forefinger of either hand or any part thereof above the distal joint. Reject for loss of distal phalanx of any two fingers.	

<p>8. FEET. Is the applicant flat-footed, or has he any other malformation or disease of the feet, or has he lost any of his toes? Reject for malformation of a foot that would impair usefulness. Reject for weak arch, such as would be liable to break down. Reject for bunions, if large and show evidence of inflammation. Reject for loss of big toe. Reject for loss of toe or toes other than big toe, if such loss interferes with walking.</p>	
<p>9. HERNIA. Has the applicant hernia? Reject for either complete or incomplete.</p>	
<p>10. VARICOSE VEINS. Has the applicant varicose veins? Reject if found.</p>	
<p>11. OBESITY. Is the applicant obese? Reject for excessive weight over 200 lbs. when excess is due to fat, or for obesity whatever the weight. Reject if the applicant is extremely thin for his height.</p>	
<p>12. PHTHISIS, SCROFULA AND RHEUMATISM. Has the applicant any predisposition, either hereditary or acquired, to any constitutional disease, as phthisis, scrofula or rheumatism? Reject if found.</p>	
<p>13. SYPHILIS AND GONORRHEA. Does the applicant display any evidence of having or having had syphilis or gonorrhea? Reject if he displays any evidence of having or having had these diseases.</p>	

REMARKS.

I hereby certify that I have this day examined the above-named applicant, that the above is a truthful record of the examination, and that he is of robust constitution, and is , in my opinion, physically qualified to perform the duties of a fireman in the city of Boston.

, Examining Physician.

SCHEDULE OF EXAMINATIONS.

In giving notice of the competitive examinations to be held in the cities and towns, and at the times mentioned in the following schedule, the Commission reserves the right to order such additional or other examinations as the public service may require, to omit the holding or to change the time of any examination upon reasonable notice.

No applicant shall have the right to examination unless the application is filed, under the rules, at least ten days before the examination; *provided*, that the Commission or the chief examiner, for cause shown, may allow a person making an application at a later time to take the examination.

Attention is further called to the right reserved by the Commission, under Rule 15 of the Civil Service Rules, to restrict any examination to the number deemed by it practicable to be then examined.

By order of the Civil Service Commission,

WARREN P. DUDLEY,

Secretary.

SCHEDULE OF EXAMINATIONS.

1912. *Commonwealth.*

- Nov. 12. Clerks, messengers.
- Dec. 2. Stenographers.
- 20. Metropolitan park policemen.

1913.

- Jan. 1. Civil engineers.
- Feb. 7. Prison watchmen.
- 19. Foremen of laborers, inspectors of work.

1912.

Boston.

- Apr. 16. Policemen.
- Nov. 1. Foremen of laborers, inspectors of work.
- 6. Draw tenders, assistant draw tenders.

1912.

- Nov. 8. Firemen.
 12. Clerks, messengers.
 Dec. 2. Stenographers.

1913.

- Jan. 1. Civil engineers.
 Feb. 3. Janitors, engineers of public buildings.
 7. Prison watchmen.

Arlington.

Policemen; on such date as may be ordered by the Civil Service Commission.

Belmont.

Policemen; on such date as may be ordered by the Civil Service Commission.

1912.

Beverly.

- Sept. 11. Clerks, messengers.
 Oct. 1. Policemen.
 Firemen.
 Nov. 25. Janitors and engineers of public buildings.

Billerica.

Policemen; on such date as may be ordered by the Civil Service Commission.

1912.

Brockton.

- Apr. 18. Policemen.
 Oct. 14. Firemen.
 Foremen of laborers, inspectors of work.
 21. Clerks, messengers.
 Janitors and engineers of public buildings.

1912.

Brookline.

- Oct. 31. Clerks, messengers.
 Nov. 29. Firemen.
 Foremen of laborers, inspectors of work.
 Policemen.
 Janitors and engineers of public buildings.

1912.

Cambridge.

- Apr. 1. Clerks, messengers.
 29. Draw tenders.
 Janitors and engineers of public buildings.

1912.

Oct. 3. Foremen of laborers, inspectors of work.

1913.Jan. 15. Policemen.
Firemen.**1912.***Chelsea.*

May 7. Firemen.

Oct. 31. Clerks, messengers.
Policemen.
Foremen of laborers, inspectors of work.
Janitors and engineers of public buildings.**1913.***Chicopee.*Feb. 13. Clerks, messengers.
Janitors, engineers of public buildings.
Foremen of laborers, inspectors of work.
14. Policemen.
Firemen.*Dalton.*

Policemen; on such date as may be ordered by the Civil Service Commission.

Danvers.

Policemen; on such date as may be ordered by the Civil Service Commission.

Dedham.

Policemen; on such date as may be ordered by the Civil Service Commission.

Permanent firemen; on such date as may be ordered by the Civil Service Commission.

Dracut.

Policemen; on such date as may be ordered by the Civil Service Commission.

Easthampton.

Policemen; on such date as may be ordered by the Civil Service Commission.

Firemen (permanent and call); on such date as may be ordered by the Civil Service Commission.

1912.*Everett.*Apr. 22. Clerks, messengers.
Policemen.

Foremen of laborers, inspectors of work.

Nov. 7. Janitors and engineers of public buildings.
Firemen.

1912.

Fall River.

- Apr. 2. Policemen.
3. Firemen.
4. Foremen of laborers, inspectors of work.
Janitors and engineers of public buildings.
Sept. 18. Clerks, messengers.

1912.

Fitchburg.

- Oct. 16. Firemen.
Foremen of laborers, inspectors of work.
17. Janitors and engineers of public buildings.
Policemen.

1913.

- Feb. 13. Clerks, messengers.

Framingham.

Policemen; on such date as may be ordered by the Civil Service Commission.

1912.

Gloucester.

- Apr. 6. Firemen.
Foremen of laborers, inspectors of work.
Janitors and engineers of public buildings.
Policemen.
Clerks, messengers.

1912.

Haverhill.

- Apr. 25. Policemen.
Firemen.
26. Clerks, messengers.
26. Foremen of laborers, inspectors of work.
Janitors and engineers of public buildings.

1912.

Holyoke.

- Oct. 2. Policemen.
Firemen.
1913.
Feb. 11. Clerks, messengers.
Foremen of laborers, inspectors of work.
Janitors and engineers of public buildings.

1912.

Lawrence.

- Sept. 16. Foremen of laborers, inspectors of work.
Oct. 29. Policemen.
30. Firemen.
1913.
Jan. 30. Clerks, messengers.
Janitors and engineers of public buildings.

Lexington.

Policemen; on such date as may be ordered by the Civil Service Commission.

*Lowell.***1913.**

- Jan. 13. Clerks, messengers.
17. Janitors, and engineers of public buildings.
Foremen of laborers, inspectors of work.
20. Policemen.
22. Firemen.

*Lynn.***1912.**

- May 6. Janitors and engineers of public buildings.
Sept. 17. Clerks, messengers.
20. Policemen.
Firemen.
Foremen of laborers, inspectors of work.

*Malden.***1912.**

- Sept. 6. Policemen.
Firemen.
9. Clerks, messengers.
Janitors and engineers of public buildings.
Foremen of laborers, inspectors of work.

Manchester.

Policemen; on such date as may be ordered by the Civil Service Commission.

*Marlborough.***1912.**

- Dec. 12. Clerks, messengers.
Foremen of laborers, inspectors of work.
Janitors and engineers of public buildings.
13. Policemen.
Firemen.

*Medford.***1912.**

- Oct. 22. Clerks, messengers.
Policemen.
Foremen of laborers, inspectors of work.
Firemen.
Janitors and engineers of public buildings.

1912.

Melrose.

- Apr. 15. Clerks, messengers.
Policemen.
Firemen.
Janitors and engineers of public buildings.
Foremen of laborers, inspectors of work.

Methuen.

Policemen; on such date as may be ordered by the Civil Service Commission.

Milton.

- Policemen; on such date as may be ordered by the Civil Service Commission.
Firemen; on such date as may be ordered by the Civil Service Commission.

Nahant.

Policemen; on such date as may be ordered by the Civil Service Commission.

1912.

New Bedford.

- Apr. 23. Foremen of laborers, inspectors of work.
Firemen.
24. Janitors and engineers of public buildings.
Sept. 13. Clerks, messengers.
Dec. 17. Policemen.

1912.

Newburyport.

- Apr. 8. Clerks, messengers.
Firemen.
Foremen of laborers, inspectors of work.
Janitors and engineers of public buildings.
Policemen.

1912.

Newton.

- Apr. 12. Foremen of laborers, inspectors of work.
Janitors and engineers of public buildings.

1913.

- Jan. 23. Policemen.
Firemen.
Feb. 5. Clerks, messengers.

1912.

North Adams.

- May 1. Clerks, messengers.
Foremen of laborers, inspectors of work.
Janitors and engineers of public buildings.
2. Policemen.
Firemen.

1912.

Northampton.

- Sept. 25. Clerks, messengers.
Janitors and engineers of public buildings.
Foremen of laborers, inspectors of work.
26. Policemen.
Firemen.

Norwood.

Policemen; on such date as may be ordered by the Civil Service Commission.

Peabody.

Policemen; on such date as may be ordered by the Civil Service Commission.

1912.

Pittsfield.

- Oct. 23. Policemen.
Firemen.
24. Clerks, messengers.
Janitors and engineers of public buildings.
Foremen of laborers, inspectors of work.

1912.

Quincy.

- Apr. 10. Clerks, messengers.
Firemen.
Foremen of laborers, inspectors of work.
Janitors and engineers of public buildings.
Policemen.

1912.

Revere.

- Nov. 18. Policemen.
Firemen.

1912.

Salem.

- Nov. 19. Clerks, messengers.
Foremen of laborers, inspectors of work.
20. Policemen.
Firemen.
Janitors and engineers of public buildings.

Saugus.

Policemen; on such date as may be ordered by the Civil Service Commission.

1912.*Somerville.*

- Oct. 9. Policemen.
Firemen.
Nov. 4. Janitors and engineers of public buildings.
Foremen of laborers, inspectors of work.
Dec. 10. Clerks, messengers.

1912.*Springfield.*

- Apr. 30. Policemen.
Janitors and engineers of public buildings.
Nov. 22. Firemen.

1913.

- Feb. 25. Clerks, messengers.
Foremen of laborers, inspectors of work.

Stoneham.

Policemen; on such date as may be ordered by the Civil Service Commission.

Stoughton.

Policemen; on such date as may be ordered by the Civil Service Commission.

Swampscott.

Policemen; on such date as may be ordered by the Civil Service Commission.
Firemen; on such date as may be ordered by the Civil Service Commission.

1912.*Taunton.*

- Oct. 4. Policemen.
Firemen.
7. Janitors and engineers of public buildings.
Foremen of laborers, inspectors of work.
Clerks, messengers.

Wakefield.

Policemen; on such date as may be ordered by the Civil Service Commission.

1912.

Waltham.

Sept. 19. Policemen.

Firemen.

Nov. 11. Clerks, messengers.

Foremen of laborers, inspectors of work.

Janitors and engineers of public buildings.

Ware.

Policemen; on such date as may be ordered by the Civil Service Commission.

Wellesley.

Policemen; on such date as may be ordered by the Civil Service Commission.

Westfield.

Policemen; on such date as may be ordered by the Civil Service Commission.

West Springfield.

Policemen; on such date as may be ordered by the Civil Service Commission.

Winchester.

Policemen; on such date as may be ordered by the Civil Service Commission.

Winthrop.

Policemen; on such date as may be ordered by the Civil Service Commission.

Firemen; on such date as may be ordered by the Civil Service Commission.

1912.

Woburn.

May 7. Policemen.

Firemen.

8. Clerks, messengers.

Foremen of laborers, inspectors of work.

Janitors and engineers of public buildings.

1912.

Worcester.

Sept. 23. Policemen.

30. Firemen.

Oct. 8. Clerks, messengers.

11. Foremen of laborers, inspectors of work.

Janitors and engineers of public buildings.

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